

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington, DC 20330

CFETP 3M0X1
Parts 1 and II
25 September 2000

AFSC 3M0X1

SERVICES



Basic



Senior



Master

CAREER FIELD EDUCATION

AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
SERVICES SPECIALTY
AFSC 3M0X1**

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Supersedes: CFETP 3M0X1, 22 Jan 1999

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Supersedes: CFETP 3M0X1, 22 Jan 1999

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**SERVICES SPECIALTY
AFSC 3M0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

PART 1

PREFACE

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and a minimum core task requirement for this specialty. The CFETP provides personnel a clear career path to success and instills rigor in all aspects of career field training. NOTE: Civilians occupying associated positions use part II to support duty position qualification training.

2. The CFETP consists of two parts: both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how the plan is used; **Section B** identifies career field progression information, duties and responsibilities, training strategies, and career field paths; **Section C** associates each level with specialty qualifications (knowledge, education, training, and other); and **Section D** indicates resource constraints. Some examples are funds, manpower, equipment, and facilities; **Section E** identifies transition training guide requirements for SSgt through MSgt.

2.2. Part II includes the following: **Section A** identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course/core task and correspondence course requirements; **Section B** contains the course objective list/training standards supervisors use to determine if airmen satisfy training requirements; **Section C** identifies available support materials. An example is a Qualification Training Package (QTP) which may be developed to support proficiency training. QTPs will be located on the Air Force publications website at the following location: <http://afpubs.hq.af.mil/pubs/speclist.asp?puborg=AF&series=qtp>; **Section D** identifies a training course index supervisors use to determine resources available to support training. Included here are both mandatory and optional courses; **Section E** identifies MAJCOM unique training requirements supervisors use to determine additional training required for the associated qualification needs.

3. Using guidance provided in the CFETP ensures individuals in this specialty receive effective and efficient training at the appropriate points in their career. This plan enables us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers use part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Career Field Manager (AFCFM). Overall manager and approval authority for all matters affecting training for the AFSCs they manage, including authority for waiving mandatory requirements.

Air Force Institute for Advanced Distributive Learning (AFIADL). Manages most CDC and specialized course manuscripts for the Air Force. These publications are sent to AFIADL for review, editing, test construction, publication, and administration.

Air Force Specialty (AFS). A group of positions (with the same title and code) that require common qualifications.

Air Force Specialty Code (AFSC). A combination of numbers and alpha characters used to identify an AFS.

Career Development Course (CDC). Self-study correspondence courses which provide airmen with fundamental knowledge of their AFS. CDCs directly support the Air Force OJT program and the Air Force promotion system.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multi-purpose document that encapsulates the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Certification. A formal indication of an individual's ability to perform a task to required standards. Certification is required for core and critical tasks only.

Certification Official. A person whom the commander assigns to determine an individual's ability to perform a task to required standards. **All certifiers must be appointed in writing by the commander IAW AFI 36-2201 para 4.9.1.5.**

Community College of the Air Force (CCAF). A fully accredited educational institution created to meet the needs of Air Force personnel. It is the first, and only, military agency with the authority to award associate degrees to enlisted personnel.

Continuation Training. Additional training exceeding requirements with emphasis on present or future positions or duty assignments.

Core Task. A task AFCFMs identify as minimum qualification requirements within an Air Force specialty or duty position. These tasks exemplify the essence of the career field the foundation. Core tasks are used to identify minimum wartime standard, identified with an asterisk in the STS. Core tasks accomplished via OJT require both trainer and certifier certification (initials). Core tasks are identified in TEAMS software by an icon of an “apple core”. 3M0X1s currently have no core tasks accomplished via OJT.

Course Objective List (COL). A publication derived from initial/advanced skills course training standard that identifies the tasks and knowledge requirements, and respective standards provided to achieve a 3/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, *Developing, Managing and Conducting Training* .

Critical Task. Tasks identified as having a detrimental effect on mission accomplishment if not performed correctly. Critical tasks accomplished via OJT require both trainer and certifier certification (initials). Critical tasks are identified in TEAMS by an “X”.

Education and Training Review Committee (ETRC). Makes policy recommendations to the Air Staff, directs studies, reviews new and existing programs, and assesses the effectiveness of actions and programs relating to education, training, and career development of Services personnel. Its chair is Chief of Readiness and Requirements Division, Headquarters, United States Air Force, (HQ USAF/ILVR), and is comprised of voting members from MAJCOM/SVXs, ANGRC/SVX, HQ AFSVA/SVX, and the Reserve Advisor to HQ AFSVA/CC.

Educational and Training Working Group (ETWG). An action group composed of representatives from all pertinent functional areas, disciplines, and interests involved in the life cycle design, development, acquisition, support, modification, funding, and management of a specific defense training system.

Go/No-Go. The stage at which an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

Inter-service Training Review Organization (ITRO). An organization of the military services, established to improve the effectiveness and efficiency of service consistent with individual service requirements.

Initial Skills Training. A formal school course that results in the award of a 3-skill level Air Force specialty code.

Job Qualification Standard (JQS). An STS which has been placed in an individual’s AF Form 623, Individual Training Record, and specifically tailored for the individual’s duty position. Services uses automated JQSs (CFETPs) to document training in TEAMS.

Mission-Ready Airman (MRA). The Mission-Ready Airman (MRA) program provides training at the time that the training is required. One course, Fitness Fundamentals, is currently in this program.

MAJCOM Functional Manager (MFM). Managers who provide technical assistance to AFCFMs and commanders.

On-the-Job Training (OJT). A delivery method used to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training. It is hands-on, over-the-shoulder training conducted at the duty location. AFI 36-2201, *Developing, Managing, and Conducting Training*, outlines specific OJT responsibilities.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an airman in a specific duty position. This portion of the dual channel OJT training program occurs both during and after the upgrade training process. It is designed to provide the performance skills training required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media. 3M0X1s use the Services Training and Education Program (STEP) to assist in qualification training. Automated CFETPs are available from your unit training manager to document training.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Services Combat Support Competencies. The following are the Services Combat Support Competency areas: Food Service, Lodging, Fitness, Recreation, Mortuary, Field Exchange, and Field Laundry.

Status of Resources and Training System (SORTS). SORTS is a Joint Chief of Staff (JCS) controlled, automated data system created to provide the National Command Authorities (NCA) and JCS with authoritative identification, location, and resource information. It is used throughout the chain of command to measure the daily resource status of operating forces.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that an airman in a particular Air Force specialty needs on the job. It further serves as a contract between Air Education and Training Command (AETC) and the functional user to show which of the overall training requirements for an Air Force specialty code are taught in formal schools and correspondence courses.

Trainer. A trained and qualified person who teaches airmen to perform specific tasks through OJT methods. **Must be appointed in writing by the commander (AFI 36-2201 para 4.9.1.5).**

Training Education Automated Management System (TEAMS). TEAMS is the automated system for documenting training and is required of military personnel E-1 through E-6 assigned to Services squadrons or divisions. All military training is documented in TEAMS IAW AFI 34-254, *Services Education and Training*.

Upgrade Training (UGT). Mandatory training leading to the award of a higher level of proficiency.

Unit Training Manager. Unit focal point for all training related questions, needs, requirements, or assistance.

Utilization and Training Workshop (U&TW). The AFCFM uses the U&TW as a forum and quality control tool to determine and manage career field education and training requirements as they apply to mission needs. The major benefits from the U&TW process are the participation and input from the field. The AFCFM develops a CFETP as the core education and training document for a specialty.

Wear of the Air Force Services Occupational Badge. Air Force Instruction 36-2923, *Aeronautical Duty and Occupational Badges*, provides information on wearing the occupational badge. Enlisted members wear the basic badge after completing initial skill training. Members wear the senior badge after award of the 7-skill level, and the master badge, as a master sergeant or above, with 5 years in the specialty from award of the 7-skill level.

SECTION A - GENERAL INFORMATION

1. Purpose. This CFETP provides information necessary for career field managers, training management, supervisors, and trainers to plan, develop, manage, and conduct an effective and efficient career field training program. This plan outlines the training individuals in AFSC 3M0X1 should receive in order to develop and progress throughout their career. For the purpose of this plan, training is divided into four areas: initial skills, upgrade, qualification, and continuation training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or retraining into this specialty. This training is conducted at Lackland AFB, TX. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion required for award of the 5-, 7-, and 9-skill levels. Qualification training is required to qualify an airman in a specific duty position. It is designed to provide the performance skills and knowledge training required to do the job. Continuation training is additional training, either in-residence or through career development courses, or OJT training, provided to 3-, 5-, 7-, and 9-skill level personnel to increase their skills and knowledge beyond the minimum required for upgrade. All continuation education and training formal courses for the 3M0X1 AFSC are provided by AETC at Lackland AFB, TX and AFIT/CESS at Wright-Patterson AFB, OH. The CFETP has several purposes, some of which are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. Also, it is used to ensure that established training is provided at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in this specialty and recommends training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and provides the training medium.

1.4. Identifies major resource constraints, which impact implementation of the desired career field training program.

2. Use. The plan will be used by MAJCOM functional managers and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, nonresident, field, and exportable training based upon requirements established by the users and documented in part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM developed training to support this AFSC must be identified for inclusion into the plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The list of courses in part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in part II, eliminates duplication of training.

SECTION B - CAREER FIELD PROGRESSION AND INFORMATION

4. Specialty Description.

4.1. Specialty Summary. Manages and directs Services programs, operations, and resale operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness, and sports programs; linen exchange operations; mortuary affairs programs; honor guard teams; and Services readiness programs. Operates and supervises automated information management systems. Related DOD Occupational Subgroups: 800.

4.2. Duties and Responsibilities.

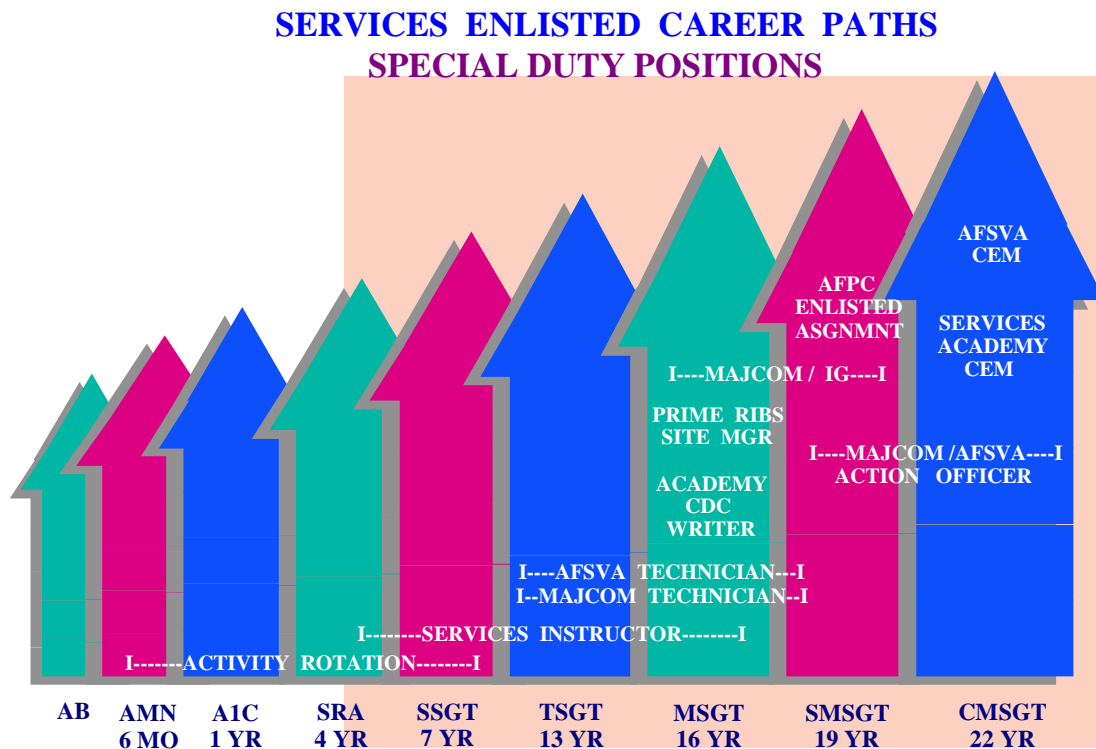
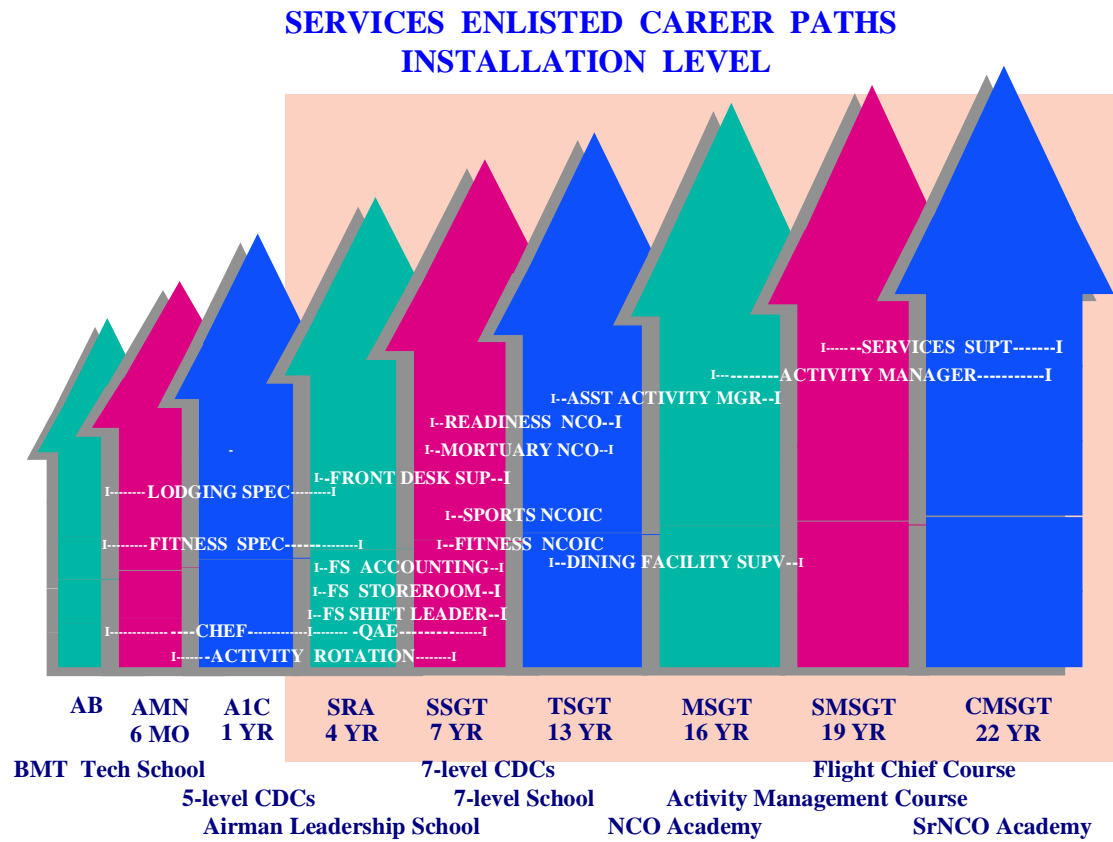
4.2.1. Manages Services Operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Resolves complaints. Applies accounting principles to control resources. Determines APF and nonappropriated fund (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF Services facilities. Establishes equipment layout, and operating and maintenance procedures. Manages NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force fitness program. Operates and supervises automated accounting, requisitioning, and reporting systems. Establishes and supervises bare base facilities that provide food, shelter, recreation, laundry, mortuary services, and field exchange operations to deployed personnel.

4.2.2. Inspects and Evaluates Services Activities. Determines effectiveness of Services and resale operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures adequately safeguard subsistence, equipment, and supplies. Performs quality assurance evaluation duties for contract services. Analyzes inspection findings and takes corrective action.

4.2.3. Performs Services Functions. Operates fixed, bare base, and portable food facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Ascertains occupancy status, and determines and certifies non-availability of transient quarters. Trains unit fitness monitors to conduct unit fitness evaluations. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

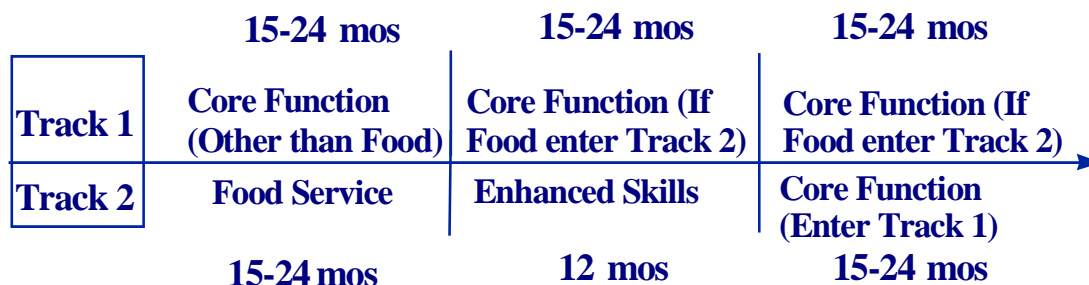
5. Skill/Career Progression. Adequate training and timely progression play an extremely important role in the Air Force's ability to accomplish its mission. Therefore, it is essential that everyone involved in career field training do their part to plan, develop, manage, and conduct an effective and efficient training program. The guidance provided in this part of the CFETP will ensure individuals receive viable training at the appropriate points in their careers. The following 3M0X1 Career Progression Charts, establish guidance for the "training roadmap." It defines what training is required and at the year group window in an individual's career the training should be received.

5.1. Services Enlisted Career Paths



5.2. Rotation Program. Food, fitness, lodging, and readiness are defined as core functions. Individuals must be qualified in two core functions prior to award of craftsman skill level. Priority should be given for rotation into core functions. Rotation is not mandatory for short/unaccompanied tours. The rotation program is mandatory for AB to SSgt only. Rotation of TSgts and above is done on an as-needed (commander directed) or voluntary basis (individual initiated). Individuals should remain in a core function for at least 15 months to develop the depth of knowledge and skill required for that function. Rotations should take place after the AEF deployment vulnerability period and before the next AEF preparation period. Position qualification is required prior to rotation. Track 1 or Track 2 may be used for initial assignment. MRA applies to both. When a person rotates into food service core function they automatically enter Track 2. People in Track 2 may rotate to a new core skill or enter enhanced skills training in food service (storeroom, food accounting, flight kitchen, or shift leader). While rotation training may be adjusted based on deployment requirements, individuals should still remain in a core function for 18-24 months total (including deployment time, if in the same function). TEAMS is used to document all training. For PCS, losing unit forwards TEAMS documentation to gaining commander upon assignment notification. Gaining MAJCOM coordinates MRA potential training requirement with gaining base, gaining MAJCOM/DP for training allocations, and losing MAJCOM/SV. Individuals may be rotated into other activities (SIMS, etc) if rotation into a core activity is not possible. When a 7-level or above enters into qualification training in a new functional area they must enroll in a 7-level CDC for that functional area. They must

Services Enlisted Force Rotation Model



NOTES:

1. Mandatory rotation program applies to E1-E5 only. Rotation of E-6 & above done on an as needed, (commander directed) or voluntary basis (individual initiated).
2. Track 1 or Track 2 may be used for initial assignment.
3. Position qualification required prior to rotation.
4. When a person rotates into food service core they automatically enter Track 2.
 - People in Track 2 may rotate to new core skill or enter enhanced skills training in food service (storeroom, food acct, flight kitchen, and shift leader).
5. TEAMS is used to document all training.
6. Rotation training may be adjusted based on deployment requirements.
7. Rotation is not mandatory for short/unaccompanied tours, but should be explored prior to the member reporting to their short/unaccompanied tour.
8. For PCS, losing unit forwards TEAMS documentation to gaining commander upon assignment notification. Gaining MAJCOM coordinates potential training requirement with gaining base, gaining MAJCOM/DP for training allocations, and losing MAJCOMSV.
9. Food, fitness, lodging, & readiness are defined as core functions. Individuals must be qualified in two core functions prior to award of craftsman 7-skill level.
10. Priority should be given for rotation into core functions. Individuals may be rotated, however, into other activities (SIMS) if rotation into a core activity is not possible.

complete the CDC before qualification upgrade. When the CDC is complete they may voluntarily enroll in other functional CDC's. Individuals who enter upgrade training after 1 Feb 97 must complete qualification training in two of the core areas (food, fitness, lodging, and readiness) before the award of a 7-level. Like all upgrade requirements, waivers are processed through the respective MAJCOMs to the Air Force Career Field Manager.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Services career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training. The following training decisions were made during Training Planning Team meetings and the Utilization and Training Workshop meetings held to develop this CFETP.

6.1. Services Apprentice Course (Initial Skills Training). The initial skills course was revised to provide training needed to prepare graduates for Services skills (predominantly food service and a basic orientation of fitness centers and lodging). It also provides training needed for an entry-level Services apprentice to be prepared for worldwide deployments. An entire week, 5 days and 4 nights, of readiness training held in field conditions has been added to the course. It satisfies the requirement of Services field training needed for SORTS reporting. Services' Apprentice Course graduates are ready for contingencies. Services Mission-Ready Airman (MRA) training is provided at this time. MRA provides hands-on training in fitness for those individuals who will be assigned to fitness upon arrival at their first duty station. For those bases having food service contracts, the contractor should provide this training. A modification to the food service contract may be needed for the contractor to train 3-level personnel.

6.1.1. Mission-Ready Airman (MRA). This program provides training at the time the training is required. The fitness course is in this program.

6.2. Services Craftsman Course (Advanced Skills Training). The advanced skills course was created to provide 7-level upgrade trainees the advanced skills necessary to become 7-level Craftsman. Graduates are considered qualified in the highest technical aspects of the Services career field.

6.3. Upgrade Training. CDC 3M051 consists of an A course (core and food service) and a B course (lodging, fitness, and readiness). Services is a broad career field requiring 5-levels to attain vast amounts of knowledge.

6.3.1. QTPs and STEP. QTPs and STEP were developed to support qualification training by duty position and automated CFETPs were created for documentation in TEAMS. QTPs will be available in AFIND 8, along with the CFETP, and can be ordered from your MAJCOM.

6.4. Proficiency Continuation Training. Any additional knowledge or skill requirements, which were not taught through initial skills or upgrade training, were assigned to continuation training. The purpose of the Continuation Training Program is to provide additional advanced training which exceeds the minimum upgrade training requirements with emphasis on present duty positions. Programs that fall into this category include fitness, services computer system administration course, activity managers' course, flight-chief course, etc.

6.4.1. Enlisted Mortuary Technician Training (Services Supervisors Course). Enlisted Mortuary Technician Training was developed to provide the appropriate training to enlisted personnel holding the Mortuary NCO position. Individuals assigned to this position are encouraged to complete training within 120 days of assignment. The course is held at HQ AFSVA.

6.5. Air National Guard Senior NCO Re-Training Upgrade Procedures. All SNCOs re-training into the 3M0X1 career field from other AFSCs must accomplish the following training prerequisites in order to be considered for an award waiver to the 3M051 skill level. The Unit Base Training Management Office will submit all completed training documentation to ANG/DPFOM, Andrews AFB, MD, using current Air National Guard waiver request procedures. ANG/DPFOM will audit all submissions for content and forward completed packages to ANG/SVXT for waiver review. Incomplete submissions will be returned to sending BTM office noting needed corrections. If all training and support documentation are in order, ANG/SVX, as MAJCOM Services Career Field Functional Manager, will recommend approval of the applicant's upgrade to 3M051 skill level under the authority cited in AFI 36-2201 and AFI 36-2102. ANG SNCO upgrade training prerequisites are: (1) attendance and successful completion of the 2-week Services Career Field Air Reserve Component Activity Manager Course (Air Force Services Agency Residency Course, San Antonio, TX), (2) a minimum of 12 months OJT while serving within an authorized Services career field unit manning position, (3) a minimum of 10 days (do not have to be consecutive) must be spent at an active-duty Air Force Services squadron in an effort to become familiar with different work centers within the organization (coordination between the SNCO and the active duty unit should occur well in advance to ensure proper work center visit scheduling, and prerequisites 1-3 can be done concurrently), and (4) a letter of training completion and up-grade recommendation from the Unit Commander. NOTE: If a waiver is granted this will satisfy all 3M031 and 3M051 training requirements and the SNCO must be enrolled in 3M071 AFSC up-grade training.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an associate degree in Applied Sciences in your AFS. In addition, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training consisting of an instructor methods course and supervised practice teaching, CCAF instructors who possess an associate degree or higher may be nominated by their school commander/commandant for certification as an Occupational Instructor.

7.2. Trade Skill Certification. When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels - Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

7.3. Degree Requirements: All airmen are automatically entered into the CCAF program.

	Semester Hours
Technical Education.....	24
Leadership, Management, and Military Studies.....	6
Physical Education.....	4
General Education.....	15
Program Elective.....	15
Technical Education, Leadership, Management, and Military Studies, or General Education	
Total.....	64

7.3.1. Technical Education (24 semester hours): A minimum of 12 semester hours of technical core subjects/courses must be applied and the remaining semester hours applied from technical core/technical elective subjects/courses. Requests to substitute subjects/courses must be approved in advance by the technical branch.

7.3.2. Leadership, Management, and Military Studies (6 semester hours): Professional Military Education and/or civilian management courses.

7.3.3. Physical Education (4 semester hours): This requirement is satisfied by completion of Basic Military Training.

7.3.4. General Education (15 semester hours): Applicable courses must meet the criteria for Application of Courses to the General Education Requirements as listed on page I-7, and be in agreement with the definitions of applicable general education subjects/courses provided on page I-8 of the CCAF general catalog.

7.3.5. Program Elective (15 semester hours): Satisfied with applicable technical education; leadership, management, and military studies; or general education subjects/courses, including natural science courses meeting application criteria. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to this program may be applied. See the CCAF general catalog for details regarding the associate's degree in Applied Science for fitness, recreation, and Services management.

7.4. Additional off-duty education is a personal choice that is encouraged. Individuals desiring to become an AETC instructor should be actively pursuing at a minimum, an associate's degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path. Charts depicting this specialty's career path are presented on the next two pages. The career path outlines when training is required for each skill level and function within this specialty.

8.1 Enlisted Career Path. (Active Duty)

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months on-the-job training. - Complete applicable 5-level QTPs - Complete 3M051A & 3M051B CDC	SrA	3 years	28 months	10 Years
Airman Leadership School (ALS) -Must be a SrA with 48 months time in service or be a SSgt selectee. -Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	Trainer - Must attend the formal AF Training Course and be appointed by Commander. - Trainers must be qualified and certified on tasks to be trained.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - Minimum 12 months OJT. - Complete an activity specific CDC - Complete applicable 7-level QTPs - Have work experience in 2 core areas - Advanced technical school.	SSgt	7.5 years	3 years	20 Years
Re-trainees: - Minimum 9 months for 5-level - Minimum 12 months for 7-level UGT	Certifier - SSgt with a 5-skill level or civilian equivalent. - Attend formal AF certifier course and be appointed by the Commander. - Be a person other than the trainer (core and critical tasks only).			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt	12.5 years	5 years	20 Years
	MSgt	16 years	8 years	24 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or a selected MSgt. - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 Years

8.2. Enlisted Career Path (AF Reserve).

Education and Training Requirements	GRADE REQUIREMENTS			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)

Basic Military Training School				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months on-the-job training. - Complete appropriate CDC if/when available.	SrA	3 years	28 months	
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service. - ALS/Correspondence Course required to sew-on SSgt.	<u>Trainer</u> - Must attend the formal AF Training Course and be appointed by Commander. - Trainers must be qualified and certified on tasks to be trained.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - Minimum 12 months OJT. - Complete an activity specific CDC - Complete applicable 7-level QTPs - Have work experience in 2 core areas - Advanced technical school.	SSgt	4.5 years	3 years	33 Years
Re-trainees: - Minimum 9 months for 5-level - Minimum 12 months for 7-level UGT	<u>Certifier</u> - SSgt with a 5-skill level or civilian equivalent. - Attend formal AF Certifier Course and be appointed by the Commander. - Be a person other than the trainer (core and critical tasks only).			
Noncommissioned Officer Academy (NCOA) - Must be a SSgt or TSgt. - Resident/correspondence is a prerequisite to sew-on MSgt.	TSgt	8.2 years	5 years	33 Years
	MSgt	13.1 years	8 years	33 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or a selected MSgt. - Resident/correspondence is a prerequisite to sew-on SMSgt.	SMSgt	18 years	11 years	33 Years

SECTION C - SKILL LEVEL TRAINING REQUIREMENTS

9. Purpose. Skill levels in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad general terms. It establishes the mandatory requirements for entry, award, and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at part II, sections C and D of this CFETP.

10. Specialty Qualification Requirements

10.1. Apprentice Level Training Requirements for Award of 3M031

10.1.1. Knowledge: A basic knowledge is an automated information systems; food service facility operations; subsistence management; requisition and issue procedures; lodging operations; fitness and recreation program operations; and operation of Prime RIBS teams is mandatory.

10.1.2. Education: For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, home economics, physical education, and typing is desirable.

10.1.3. Training: Completion of the USAF/USN Consolidated Services Apprentice Course at Lackland AFB, TX, is mandatory for award of the AFSC.

10.1.4. Experience: None.

10.1.4.1. Air Force Basic Services Badge: Eligible for wear after completion of USAF/USN Consolidated Food Service Course.

10.1.5. Other: The following are mandatory for entry, award, and retention of this AFSC; never been convicted by courts-martial; ability to speak distinctly; never been convicted and sentenced to confinement by a civilian court.

10.1.6. Training Sources: USAF/USN Consolidated Food Service Course (L3ABR3MO31-00X)

10.2. Journeyman Level Training Requirements for Award of 3M051

10.2.1. Knowledge: Knowledge is mandatory of: accounting procedures; merchandising; marketing; automated information systems; use of business machines; food service facility operations; subsistence management; requisition and issue procedures; menu planning; lodging operations; fitness and recreation program development and operations; personnel management; APF and NAF budgetary sources; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; resale operations; responsibilities for mortuary affairs, and search and recovery procedures; and operation of Prime RIBS teams.

10.2.2. Education: None.

10.2.3. Experience: Qualification in and possession of AFSC 3M031. Completion of Services Journeyman 3M051A and 3M051B CDC. Twelve months on-the-job experience in one of the following core functions food service operations; lodging operations; fitness and recreation programs and operations; or readiness and mortuary programs and operations.

10.2.4. Other: The following are mandatory for entry, award, and retention of this AFSC; never been convicted by courts-martial; ability to speak distinctly; never been convicted and sentenced to confinement by a civilian court.

10.2.5. Training Sources: Services Journeyman Career Development Courses (3M051A & 3M051B), STEP, and QTPs.

10.3. Craftsman Level Training Requirements for Award of 3M071

10.3.1. Knowledge: Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; automated information systems; use of business machines; food service facility operations and management; subsistence management; requisition and issue procedures; menu planning; lodging operations and management; fitness and recreation program development, operation and management; personnel management; APF and NAF budgetary sources; facility and equipment maintenance procedures; basic business administration concepts; NAF procedures; resale operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and management and operation of Prime RIBS teams.

10.3.2. Education: None.

10.3.3. Training: Completion of the Services Craftsman Course at Lackland AFB, TX, is mandatory for award of the AFSC.

10.3.4. Experience: Qualification in and possession of AFSC 3M051. Completion of the Services Craftsman 3M071 CDC that corresponds to the duties/position they are currently assigned and Services Craftsman Course (L3ACR3M071). Experience in at least two of the following areas: food service operations; lodging operations; fitness and recreation programs and operations; or readiness and mortuary programs and operations.

10.3.4.1. Air Force Senior and Master Services Badge: Eligible for wear of Senior Services Badge after the award of the 7-skill level. Eligible for wear of the Master Services Badge as Master Sergeant or above with 5 years in the specialty from the award of the 7-skill level.

10.3.5. Other: The following are mandatory for entry, award, and retention of this AFSC; individual has never been convicted by courts-martial; ability to speak distinctly; never been convicted and sentenced to confinement by a civilian court.

10.4. Superintendent Level Training Requirements for Award of 3M091

10.4.1. Knowledge: Knowledge is mandatory of accounting procedures; management principles; merchandising; marketing; automated information systems; use of business machines; food service facility management; subsistence management; requisition and issue procedures; menu planning and development; lodging management; fitness and recreation program development and management; personnel management; APF and NAF budgetary sources; facility and equipment budgetary planning procedures; business administration concepts; NAF procedures; resale operations; mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and management of Prime RIBS teams.

10.4.2. Education: None.

10.4.3. Experience: Qualification in and possession of AFSC 3M071. Experience managing and operating services programs.

10.4.4. Other: The following are mandatory for entry, award, and retention of this AFSC; individual has never been convicted by courts-martial; ability to speak distinctly; never been convicted and sentenced to confinement by a civilian court.

SECTION D - RESOURCE CONSTRAINTS

11. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as part numbers, national stock numbers, number of units required, cost, manpower, etc. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training is included. Resource constraints, at a minimum, are reviewed and updated annually.

11.1. Apprentice Level Training Constraints

There are no resource constraints at this time.

11.2. Journeyman Level Training Constraints

There are no resource constraints at this time.

11.3. Craftsman Level Training Constraints

There are no resource constraints at this time.

11.4. Superintendent Level Training Constraints

There are no resource constraints at this time.

PART II

SECTION A - SPECIALTY TRAINING STANDARD

1. Implementation. This STS will be used for technical training provided by AETC.

1.1. STS for the Apprentice Course effective 010402 for graduation 010528.

1.2. STS for the resident Craftsman Course effective 010402 for graduation 010413.

1.3. STS for the Journeyman CDC and Craftsman CDCs effective 000503.

2. Purpose. As prescribed in AFI 36-2201, this STS:

2.1. List in column 1 (task, knowledge, and technical reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties, in the 3-, 5-, and 7-skill level. Column 2 (core tasks) identifies, by asterisk (*), specialty-wide training requirements.

2.2. Provides certification for OJT. All military upgrade training and certification is documented in the TEAMS. The use of automated training management systems to document technician qualifications is mandatory.

2.3. Shows formal training and correspondence course requirements. Column 4 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See the AFIADL/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for OJT training when an automated version is used in the TEAMS program and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

NOTE: This document is not to be placed in an AF Form 623, *On-The-Job Training Record* and used as a manual JQS. Services use the TEAMS program to document training. Automated CFETPs are available from your Unit Training Manager or can be downloaded from the Services Agency website at <http://www-r.afsv.af.mil>.

2.5.1. Documentation. TEAMS is the mandatory automated system for documenting training in Services. All enlisted military upgrade training and recurring training is documented in TEAMS. Document and certify completion of training. Identify duty position requirements by marking as required (in TEAMS) the subparagraph number next to the task statement. As a minimum, complete the following columns in TEAMS: training completed, trainee initials, trainer initials, and certifier initials (if applicable).

NOTE: Only core/critical tasks require certifier initials (AFMAN 36-2247, para 5.9.1.2). All 3M0X1 core tasks are satisfied by CDCs. Do not conduct OJT or complete any documentation on any tasks satisfied by CDC completion unless you are seeking a waiver for a second time CDC failure. The only critical 3M0X1 tasks which require certifier initials are in the readiness QTP involving Home Station Training (HST) and Ancillary Training.

2.5.1.1. Converting from Old/Paper Document/CFETP to TEAMS. Use the Automated CFETP to identify and certify all past and current qualifications. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member. Transcribe qualifications in the following manner:

2.5.1.1.1. Core and Critical Tasks. For those core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date, and enter trainee's and certifier's initials. Remember, during the transcription process no training is taking place. Therefore, the trainer's initials are not required.

2.5.1.1.2. Non-Core and Non-Critical Tasks. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials.

2.5.1.1.3. Tasks Not Required in the Current Duty Position. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.5.1.2. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor decertifies previous certification in the airman's TEAMS folder.

2.5.2. Training Standard. Tasks are trained and qualified to the "go" level. "Go" means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. The Specialty Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKT) are developed at the USAF Occupational Measurement Squadron by Senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606. WAPS is not applicable to the Air Reserve Components (ARC) or ANG.

3. Recommendations. Report unsatisfactory performance of individual course graduates to 37 TRG/TTS, 1000 Mercury Drive, Lackland AFB, TX 78236-5247. Reference specific STS paragraphs.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

MICHAEL E. ZETTLER
Lieutenant General, USAF
DCS/Installations & Logistics

Supersedes CFETP 3M0X1, 22 Jan 99.
OPR: HQ USAF/ILVR

Approved by: HQ USAF/ILV (Mr. Arthur J. Myers)
No. of Printed Pages:
97

Attachments:

1. Proficiency Code Key
2. 3M031 Apprentice (3-level) Initial Skills Course STS
3. 3M051 Journeyman (5-Level) Core STS
4. 3M051 Journeyman (5-Level) Food Service STS
5. 3M051 Journeyman (5-Level) Lodging STS
6. 3M051 Journeyman (5-Level) Readiness STS
7. 3M051 Journeyman (5-Level) Fitness STS
8. 3M071 Craftsman (7-Level) Advanced Skills Course STS
9. 3M071 Craftsman (7-Level) Lodging STS
10. 3M071 Craftsman (7-Level) Fitness STS
11. 3M071 Craftsman (7-Level) Readiness STS
12. 3M071 Craftsman (7-Level) Food Service STS

Attachment 1: Proficiency Codes

THIS BLOCK IS FOR IDENTIFICATION PURPOSES ONLY		
NAME OF TRAINEE		
PRINTED NAME (LAST, FIRST, MIDDLE INITIAL)	INITIALS (WRITTEN)	SSAN
PRINTED NAME OF TRAINER AND CERTIFYING OFFICIAL AND WRITTEN INITIALS		
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	
N/I	N/I	

QUALITATIVE REQUIREMENTS

	SCALE VALUE	
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs help only on the hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs help only on the hardest parts. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationships of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
	EXPLANATIONS	
*	A task knowledge scale value may be used alone or with task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)	
**	A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.	
-	This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.	
X	This mark is used alone in course columns to show that training is required but not given due to limitations in resources.	
XX	This mark is used to show line items taught in-residence at the Craftsman Course at Lackland AFB, TX. Items are taught to the behavioral statement(s) in the STS.	
#	This mark is used to indicate automation required for use in reaching the objective but not a substitute for Task Performance	

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

1. Tasks, Knowledge, and Technical References	2. AF Core/War-time Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A		B		C	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. OCCUPATIONAL SAFETY AND HEALTH TR: AFJII 34-210, AFIs 32-2001, 91-202, and 91-301, AFOSHSTD 91-300; OPNAV Inst 5100.19c												
a. Hazards of specialty	*						A	A				
b. Service standards	*						A	A				
c. Identify safety hazards	*						A	A				
d. Report safety hazards	*						A	A				
e. Correct safety hazards	*						A	A				
f. Safe use of cleaning agents	*						A	A				
g. Maintain safe work area	*						A	A				
h. Fire prevention measures/procedures	*						A	A				
i. Apply lifting procedures	*						2b	2b				
j. Apply safety practices when working with equipment	*						2b	2b				
k. Apply safety procedures when working in facilities	*						2b	2b				
2. CAREER FIELD ORIENTATION TR: AFD 10-2; AFIs 10-214; 34-201; 36-2108; 38-101; 34-254; and Services CFETP												
a. Airman Services career field							B					
b. 3M0X1 career progression							B					
c. Duties of AFSC 3M0X1												
(1) Peacetime							A					
(2) Wartime/contingency	*						A					
d. Mission (EAF)	*						A					
e. Vision							A					
f. Organization							A					
g. Security Awareness	*						A					
3. READINESS TR: AFD 10-2 and 34-2; AFIs 10-214; 10-403; 32-4001; 34-219; 34-239; 34-242; 34-244; 48-116; AFMAN 34-240; TMs 10-7360-204-13; 10-4500-200-13; TOs 35 6-5-6-1; 35 6-5-1-101; and 50 D 1-3-1; AAFES EOPs 8-1 and 8-6, NAF Field Accounting Software, Readiness Handbooks, Automated Field Laundry and Manufacturers Manual for Field Laundry												
a. Program objectives	*						A					
b. Team concepts												
(1) Team capabilities	*						A					
(2) Specialty teams	*						A					
(3) Team building block approach	*						A					
(4) AEF Deployments	*						A					
1. Tasks, Knowledge, and Technical References	2. AF Core/War-time	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A	B	C			
		3-Skill Level	5-Skill Level	7-Skill Level								

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
c. Force beddown												
(1) Field feeding systems												
(a) Harvest Eagle/Falcon	*						A					
(b) MKT (Mobile Kitchen Trailer)	*						A					
(c) Existing facilities	*						A					
(d) CDK (Containerized Deployable Kitchen)	*						A					
(e) AEF Single Pallet Expeditionary Kitchen (SPEK)	*						A					
(2) Field feeding equipment												
(a) Set up and tear down MKT	*						2b					
(b) Set up, operate and tear down M-2 burner	*						2b					
(c) Set up, operate, and tear down immersion heater	*						2b					
(d) Set up, operate, and tear down M-59 field range	*						2b					
(3) Wartime feeding concepts												
(a) Fixed facilities	*						A					
(b) Field operations	*						A					
(c) Contract Operations	*						A					
(4) Wartime subsistence ordering and receiving concepts	*						A					
(5) Field accounting and documentation												
(a) AF Form 79	*						A					
(b) AF Form 1339	*						A					
(c) AF Form 2039	*						A					
(d) AF Form 1254	*						A					
(e) AF Form 1650b	*						A					
(f) AF Form 1119-1	*						A					
(g) AF Form 3514	*						A					
(6) Field subsistence												
(a) Prepare and present Meals Ready to Eat (MREs)	*						2b					
(b) Prepare and present "A" rations	*						2b					
(c) Prepare and present standard Unitized Group Rations (UGRs)	*						2b					
(7) Field lodging												
(a) Make field lodging assignment	*						2b #					
(b) Locator service	*						2b #					

1. Tasks, Knowledge, and Technical References	2. AF Core/ War-time	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided		
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
(c) Erect and perform routine maintenance on a temper tent	*						2b					
(d) Erect and perform routine maintenance on a General Purpose (GP) medium tent	*						2b					
(e) Accountability												
1 Cots	*						2b					
2 Linen	*						2b					
(f) Operate and perform routine maintenance on a 60,000/70,000 BTU pre-way heater	*						b					
(g) Site considerations	*						A					
(8) Field laundry												
(a) Concepts												
1 Personal	*						A					
2 Organizational	*						A					
3 Hospital	*						A					
4 Contract Laundry Service	*						A					
(b) Palletized laundry unit												
1 Set up	*						A					
2 Operate	*						A					
3 Routine maintenance	*						A					
(c) Self-help laundry												
1 Operate	*						A					
2 Routine maintenance	*						A					
(d) Laundry principles												
1 Soap formulas	*						A					
2 Fabric types	*						A					
(e) Utility support requirements												
1 Water	*						A					
2 Electrical	*						A					
3 Waste disposal	*						A					
4 Fuel	*						A					
(f) Turn-in/pick-up points	*						A					
(9) Mortuary Operations												
(a) Mortuary support concepts												
1 Current death program	*						A					
2 Wartime mortuary operations	*						A					
(b) Casualty collection point	*						A					
(c) Mortuary processing center												
1 Process remains	*						2b					
2 Prepare mortuary documentation	*						2b					
1. Tasks, Knowledge, and Technical References	2. AF Core/ War-time Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
3 Perform finger/footprint of remains steps	*						2b					

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

(d) Temporary burial													
1 Concepts	*							A					
2 Site requirements	*							A					
(e) Search and Recovery	*							B					
(10) Fitness and recreation core competencies													
(a) Contingency support levels													
1 Objectives	*							A					
2 Field Nonappropriated Fund Accounting and Recreation Software	*							2b#					
3 Plan, implement, and direct a basic recreational activity	*							2b#					
4 Recreational contracts	*							A					
(b) Video film service	*							A					
(c) Library books and magazines	*							A					
(d) Recreation kits													
1 Objectives	*							A					
2 Contents	*							A					
3 Accountability	*							A					
(e) Recreation lounge													
1 Dram shop theory of legal liability	*							B					
2 Responsibilities for control and sale of alcoholic beverages	*							B					
3 Resale Operations	*							B					
4 NAF Accounting Forms													
AF Form 1875	*							B					
AF Form 1876	*							B					
AF Form 2555	*							B					
(11) Field hygiene and sanitation													
(a) Personal hygiene	*							3c					

1. Tasks, Knowledge, and Technical References	2. AF Core/ War-time Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A		B		C	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level	Navy Course	5-Skill Level	(2) CDC	7-Skill Level	(2) CDC
(b) Sanitation	*						3c					
(12) Field exchanges	*						A					

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

4. AIR FORCE FITNESS AND SPORTS PROGRAMS TR: AFI 34-266; FM 21-20; and AFM 34-237 Services Agency Fitness Handbook													
a. Operations													
(1) Mission and Vision								A					
(2) Golden Eagle Standards								A					
(3) Customer Eligibility								A					
(4) Volunteer Activities								A					
(5) Special Events								A					
b. Health And Wellness Center													
(1) Mission and Vision								A					
(2) AF Fitness Standards								A					
(3) AF Body Fat and Weight Management Program								A					
c. Maintenance													
(1) Equipment Maintenance													
(a) Preventive maintenance								A					
(b) Replace parts/minor repairs								A					
(c) Trouble shoot equipment								A					
(d) Report equipment for repair								A					
(2) Facility Maintenance													
(a) Work out areas	*							B					
(b) Indoor sports areas	*							B					
(c) Saunas/steam rooms	*							B					
(d) Showers/locker rooms	*							B					
(3) Field Maintenance and Preparation													
(a) Fields for play, line, drag, Clean	*							B					
(b) Courts	*							B					
(c) Inspect for safety hazards	*							B					
d. Sports													
(1) Rules and bylaws	*							B					
(2) Sports council	*							B					
(3) Officials	*							B					
(4) Intramural/extramural/varsity	*							B					
e. Fitness													
(1) Major muscle groups	*							B					
(2) Proper training													
(a) Free weights	*							2b					

1. Tasks, Knowledge, and Technical References	2. AF Core/ War-time Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
(b) Strength Machines	*						2b					
(c) Calisthenics	*						2b					
(d) Flexibility	*						2b					
(e) Cardiovascular equipment	*						2b					

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

(3) Injury prevention	*						A					
5. FOOD SERVICE DOCUMENTATION TR: AFI 34-239; AFM 34-240; and NAVSUP 486	*							B				
a. AF Form 1119	*						A#					
b. AF Form 148	*						B#					
c. AF Form 3514	*						A					
d. AF Form 662	*						B#					
e. AF Form 79	*						A					
f. AF Form 1339	*						A					
g. AF Form 1254	*						A					
6. FUNDAMENTALS OF FOOD PREPARATION TR: AFI 34-239; USDA Food Code; Air Force Recipe Service System; NAV Sup Pub 7 & 421; AFM 34-240												
a. Cooking and baking terms	*						B	B				
b. Functions of ingredients used in pastry production	*						B	B				
c. Identify facts and use of seasoning agents	*						B	B				
d. Use the Armed Forces Recipe Service	*						2b#	2b				
e. Measure ingredients	*						3c	3c				
f. Apply food temperature taking techniques	*						3c	3c				
g. Apply progressive cooking techniques	*						2b	2b				
h. Apply knife skills techniques	*						2b	2b				
i. Perform taste test	*						2b	2b				
j. Conservation of nutrients	*						B	B				
k. Nutrition	*						B	B				
l. Proper utilization of leftovers	*						2b	2b				
7. COOKING METHODS TR: AFI 34- 239; Air Force Recipe Service System; USDA Food Code; NAV Sup Pub 7 and 421												
a. Dry heat												
(1) Baking							B	B				
(2) Roasting							B	B				
(3) Frying												

1. Tasks, Knowledge, and Technical References	2. AF Core/ War- time Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A		B		C	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	3-Skill Level AF Course	3-Skill Level Navy Course	5-Skill Level (1) Course	5-Skill Level (2) CDC	7-Skill Level (1) Course	7-Skill Level (2) CDC
(a) Griddle							B	B				
(b) Deep fat							B	B				
(4) Broiling							B	B				
b. Moist Heat												
(1) Simmering							B	B				
(2) Braising							B	B				

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

(3) Steaming							B	B				
(4) Boiling							B	B				
(5) Pressure Cooking							B	B				
8. PREPARE FOODS TR: AFI 34-239; USDA Food Code; Air Force Recipe Service System; NAV Sup Pub 7 and 421												
a. Meats	*						2b	2b				
b. Seafood	*						2b	2b				
c. Poultry	*						2b	2b				
d. Eggs	*						2b	2b				
e. Fruits	*						2b	2b				
f. Vegetables	*						2b	2b				
g. Salads	*						2b	2b				
h. Sauces	*						2b	2b				
i. Gravies	*						2b	2b				
j. Soups	*						2b	2b				
k. Beverages	*						2b	2b				
l. Starches	*						2b	2b				
m. Sandwiches	*						2b	2b				
9. BAKING FUNDAMENTALS TR: AFI 34-239; Air Force Recipe Service System; USDA Food Code; NAV Sup Pub 7 and 421												
a. Yeast dough	*						2b	2b				
b. Quick breads	*						2b	2b				
c. Cookies	*						2b	2b				
d. Pastry	*						2b	2b				
e. Dessert.	*						2b	2b				
f. Cakes and frosting							2b	2b				
g. Cake decorating								1b				
h. Presentation of Baked Goods							2b	2b				
10. SERVING LINE TECHNIQUES TR: AFI 34-239; Air Force Recipe Service System; USDA Food Code; NAV SUP Pub 7 and 421; NAV SUP INST 4021.11G; and World Wide Menu												
a. Garnish food	*						2b	2b				
b. Display food on serving	*						2b	2b				
c. Carve meats for individual	*						2b	2b				
d. Apply sauces and gravies.	*						2b	2b				
1. Tasks, Knowledge, And Technical References	2. AF Core/ War-time Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
e. Select serving utensils	*						2b	2b				
f. Serve proper portions of food	*						2b	2b				
11. SUBSISTENCE STORAGE OPERATIONS TR: AFI 34-239; FSC 8900PL; FSC 8900SL; USDA Food Code; NAV SUP Pub 421 and 486												
a. Prepare subsistence request	*						2b#	2b				
b. Inspect, verify quantity, and acceptability of subsistence received	*						2b	2b				

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

c. Identify problems and take actions	*						2b	2b				
d. Receive	*						2b#					
e. Store												
(1) Perishable	*						b	b				
(2) Semi-perishable	*						b	b				
(3) Thawing	*						b#	b				
f. Inventory	*						2b#					
g. Issue/return	*						2b #					
h. Transfer	*						2b #					
12. FOOD SERVICE OPERATIONS OVERVIEW TR: DOD 1338.10,; AFI 34 - 239							A					
13. AF WORLDWIDE MENU TR: AFI 34-239							A					
14. TYPES OF AUTHORIZED GROUND/FLIGHT SUPPORT MEALS TR: AFIs 34-239 and 48-116; AFM 34-240												
a. Types authorized	*						A					
b. Forms Used												
(1). AF Form 2039	*						B					
(2). AF Form 467	*						A#					
(3). AF Form 463	*						B					
15. FINANCIAL MANAGEMENT TR: AFPDs 34-1 and 34-2; AFIs 34-201, 34-204, 65-106, 65-107, 34-209; AFM 34-214,AFIs 34-407, 34-246												
a. Sources of income	*						A					
b. Sources of funding	*						A					
c. Conflict of interest												
(1) Ethical	*						A					
(2) Gratuities	*						A					
16. PROTECTION OF ASSETS TR: AFPD 34-2; AFIs 34-209; 34-201, 34-202, 34-204, 34-209, 34-239, 34-246; AFM 67-1, Vol II; AFPAMs 65-605 and 65-606												
1. Tasks, Knowledge, and Technical References	2. AF Core/ War-time Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
a. Change funds												
(1) Make change	*						2b					
(2) Cash checks	*						2b					
(3) Control	*						2b					
b. Cashier functions												
(1) Receipt of change fund	*						2b #					
(2) Prepare cashier reports	*						2b #					
(3) Cash register function	*						2b #					
(4) Anti-Robbery	*						2b					
c. Asset accountability												
(1) Property	*						B					
(2) Equipment	*						B					

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

17. LODGING MANAGEMENT TR: DODI 4165.63-M; AFI 34-246; AFPD 34-6													
a. Lodging Management													
(1) Identify authorized customers	*							B					
(2) Identify types of transient quarters	*							B					
(3) Identify facts concerning aircrew support	*							B					
(4) Identify facts about making reservations	*							B					
(5) Identify facts on assigning quarters, checking in guest, and terminating quarters	*							B					
(6) Identify facts about a locator service	*							B					
(7) Guest Services	*							A					
(8) Shift change	*							A					
(9) Sundry sales	*							B					
b. Lodging Practicum													
(1) Making reservations	*							2b#					
(2) Assign quarters, check in guests, and terminate quarters	*							2b#					
(3) Control funds and make change	*							2b#					
(4) Sundry sales	*							2b#					
18. PROGRAMS AND PATRON ELIGIBILITY TR: AFPD 34-2; AFI 34-262	*							A					
19. SANITATION AND PERSONAL HYGIENE TR: AFI 34-239, 48-116, 48-117; AFMAN 34-240; NAVMED P-5010; USDA Food Code													
a. Maintain personal hygiene	*							3c	3c				
1. Tasks, Knowledge, And Technical References	2. AF Core/ War-time Tasks	3. Certification for OJT						4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level		
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC	
b. Communicable diseases	*						B	B					
c. Disease control measures	*						3c	3c					
d. Use cleaning agents	*						3c	3c					
e. Prevention of insect and rodent infestation	*						B	B					
f. Sanitize facilities	*						3c	3c					
g. Sanitize equipment	*						3c	3c					
h. Machine and manual dish washing	*						b	b					
20. FOOD SERVICE AUTOMATION TR: Manufacturer's Guide and Vendor Provided Documentation													
a. Purpose							A						
b. Computer terminology							A						
c. Operate workstations	*						2b#						
d. Use functional menus	*						2b#						

Attachment 2: 3M031 Apprentice (3-level) Initial Skills Course STS

e. Point of Sales												
(1) Upload information	*						2b#					
(2) Download information	*						2b#					
21. SUBSISTENCE SOURCES TR: AFMAN 34-240; AFI 34-239												
a. Prime vendor	*						A					
b. STORES (Subsistence Total Ordering Receipt System)	*						A					
22. CUSTOMER SERVICE TR: Headquarters AFSVA Customer Service Professional Customer Service Guide; Video the Guest; NAV Sup Pub 421 and 4061.110; Clifford's Customer Services Adventure	*							2b				
a. Identify your customer	*							2b				
b. Welcome your customer	*							2b				
c. Use your customer's name	*							2b				
d. Take care of customer needs	*							2b				
e. Thank your customer	*							2b				
f. Invite your customer back	*							2b				
g. Telephone etiquette	*							b				
h. Handling negative customers	*							b				
23. FOOD SERVICE EQUIPMENT TR: Manufacturer's Guide; NAV Sup Pub 421									2b			
a. Clean	*							2b				
b. Operate	*							2b				
24. SUPPLEMENTAL DUTIES TR: NAV Sup Pub 421 and 486; OPNAV NAVMED P.5010												
a. Cashier									2b			
b. Box lunches									2b			
c. Plastic at Sea									2b			
1. Tasks, Knowledge, and Technical References	2. AF Core/ War- time Tasks	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
		A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
d. Consumables												
(1) Receipt								b				
(2) Storage								b				
e. Trouble calls								b				
25. WARDROOM OPERATIONS TR: NAV SUPS 421 and 486, Vol II												
a. Wardroom operations												
(1) Types of service								2b				
(2) Setup and breakdown dining area								2b				
b. Prepare hors d'oeuvres								b				

Attachment 3: 3M051 Journeyman (5-Level) Core STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1.										A		
2. CUSTOMER SERVICE TR: HQ AFSVA Professional Customer Service Guide										B		
3. GENERAL FINANCIAL MANAGEMENT TR: AFD 34-2; AFIs 34-204, 34-209, 34-407, 65-106; AFM 34-214; AFSVA WebPage												
a. Sources of funds										A		
b. Services budgeting concepts										A		
c. NAF accounting concepts										A		
d. IMPAC cards										A		
e. Conflict of interest										A		
4. STRATEGIC CAPITAL IMPROVEMENT PLANNING TR: AFIs 32-1021, 32-1022, 32-1023, 32-1024, 34-201, 34-239, 34-246, and AFSVA WebPage												
a. Services equipment replacement										A		
b. Services facility management										A		
5. PROTECTION OF ASSETS TR: AFIs 34-202, 34-209, 34-239, 34-246; AFJ134-210, AFMANs 34-212 and 34-213												
a. Maintaining change and impress funds										B		
b. Cashier functions										B		
c. Funds management concepts										B		
d. Internal controls										B		
e. Corrective actions										B		
f. Equipment										A		
6. EAF CONCEPTS TR: PAD 99-01A; AFI 10-400, and AFSVA WebPage										A		
7. SERVICES MARKETING AND PUBLICITY TR: AFIs 34-104 and AFSVA WebPage										A		
8. TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFIs 34-254, 36-2101; AFMAN 36-2245; Services CFETP; TEAMS Software Users Manual; AFSVA TM Guide and AFSVA WebPage												
a. Services CFETP										A		
b. TEAMS										A		
c. Career progression										B		
d. STEP										A		
9. Golden Eagle Standards TR: AFSVA WebPage										A		

Attachment 4: 3M051 Journeyman (5-Level) Food Service STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. IDENTIFY, REPORT, AND CORRECT FOOD SERVICE SAFETY HAZARDS TR: AFOSH STD 91-300; AFIs 91-301 and 91-302										A		
2. FUNDAMENTALS OF FOOD PREPARATION TR: The Art and Science of Culinary Preparation; AFI 34-239; AFMAN 34-240; Air Force Recipe Service System; Food Service; Flight Kitchen Manager's Handbook; and AFSVA WebPage												
a. Recipe system										B		
b. Adjusting recipe yields										B		
c. Waste prevention measures										B		
3. FOOD SERVICE STOREROOM OPERATIONS TR: AFI 34-239; AFMAN 34-240; Food Service and Flight Kitchen Manager's Handbook; USDA Food Code; and AFSVA WebPage												
a. Storeroom principles												
(1) Ordering										A		
(2) Receiving										A		
(3) Storing										A		
(4) Issue/Return										A		
(5) Transfer										A		
b. Subsistence requirements										A		
c. Inventory Principles												
(1) Guidelines										A		
(2) Conduct inventories										A		
4. FOOD SERVICE MANAGEMENT TR: AFIs 34-239, 34-262; AFMAN 34-240; Air Force Recipe Services System; The Art and Science of Culinary Preparation; USDA Food Code; Production Manager Checklist; Food Service and Flight Kitchen Manager's Handbook; and AFSVA WebPage												
a. Shift leader management												
(1) Shift leader principles										A		
(2) Serving line management												
(a) Garnishing food										B		
(b) Displaying food on serving line										B		
(c) Selecting serving utensils										B		
(d) Serving proper portions of food										B		
(e) Serving line re-supply										B		
b. Menus												
(1) Menu planning										A		
1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					

Attachment 4: 3M051 Journeyman (5-Level) Food Service STS

	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
(2) Revising menus										A		
c. Nutrition										A		
d. Customer and charges												
(1) Authorized customer										A		
(2) Appropriate charges										A		
e. Flight feeding operations												
(1) Flight meal standards										A		
(2) Ground meal standards										A		
5. FOOD SERVICE ACCOUNTING TR: AFI 34-239; AFMAN 34-240; AF Recipe Service System; Food Service and Flight Kitchen Manager's Handbook; and AFSVA WebPage												
a. Food service accounting concepts										A		
b. Food service automated reports										A		
c. Food cost index										A		
d. Item inventory listing										A		
e. Recipe cost										A		
f. Meal order record										A		
g. Dining facility summary										A		
h. Monthly monetary record										A		
i. Food service operations report										A		
6. PRIME VENDOR TR: AFIs 34-239, 63-124; AFMAN 34-240; Food Service and Flight Kitchen Manager's Handbook; and AFSVA WebPage												
a. Service levels										A		
b. Product variety										A		
c. Cataloging										A		
d. Subsistence Total Ordering and Recipe Electronic System (STORES)										A		
e. Responsibilities										A		
f. Adjustments										A		
7. FOOD SERVICE CONTRACTS TR: AFI 34-239, 63-124; AFMAN 34-240; Food Service Flight Kitchen Manager's Handbook; and AFSVA WebPage										A		
8. COOKING METHODS TR: The Art and Science of Culinary Preparation; USDA Food Code										B		
9. POINT OF SALE TR: AFI 34-239; AFMAN 34-240; and AFSVA WebPage										B		

Attachment 5: 3M051 Journeyman (5-Level) Lodging STS

1. Tasks, Knowledge, And Technical References	2. Core/ War-time	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	Tasks	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. ENTITLEMENTS TR: AFI 34-246 and AFSVA WebPage												
a. Temporary Lodging Entitlement (TLE)/Temporary Lodging Allowance (TLA)										A		
b. Basic Allowance for Housing (BAH)										A		
2. FRONT DESK OPERATIONS TR: AFIs 34-246; 34-209; 34-262; 34-219; AFMAN 34-212; 34-214; LTS Manuals, and AFSVA WebPage												
a. Authorized guest										B		
b. Reservations										B		
c. Locator service										B		
d. Daily reports										B		
e. Safeguarding valuables										A		
f. Sundry sales										B		
g. Assignment to quarters										B		
h. Checkout of quarters										B		
i. Handling complaints										B		
j. Lodging Touch System (LTS)										A		
k. SIMS Contingency Plan										B		
l. Non-Availability										B		
3. TYPES OF TRANSIENT QUARTERS TR: AFI 34-246 and AFSVA WebPage										B		
4. LODGING STANDARDS TR: AFI 34-246; AFSVA WebPage										B		
5. HOUSEKEEPING STANDARDS TR: AFI 34-246; and AFSVA WebPage										B		
6. FACILITY INSPECTIONS TR: AFI 34-246; and AFSVA WebPage										B		
7. TRANSIENT OCCUPANCY REPORTS TR: AFI 34-246; AFSVA WebPage										B		
8. FINANCIAL MANAGEMENT TR: AFIs 34-209, 34-246, 65-106; AFMANs 34-214; HQ AFS Web Page; and AFSVA WebPage												
a. Lodging fund source matrix										A		
b. Accounts receivable NAF										A		
c. Accounts payable NAF										A		
d. Advance payments										A		
9. IDENTIFY, REPORT, AND CORRECT LODGING SAFETY HAZARDS, TR: AFI 91-301; 91-202;												

1. Tasks, Knowledge, And Technical References	2. Core/ War-time	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided		
		A	B	C	D	E	A 3-Skill Level	B 5-Skill Level	C 7-Skill Level

Attachment 5: 3M051 Journeyman (5-Level) Lodging STS

	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
10. INVENTORY PRINCIPLES TR: AFMANs 34-212; 34-213; 23-110; and AFI 23-111; AFI 34-246										A		
11. LODGING CONTRACTS TR: AFI 63-124, AFI 34-246 and AFSVA WebPage										A		
12. MANAGE THE LINEN EXCHANGE TR: AFI 34-252; AFMAN 34-253										B		

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Documentation
Or Place In
AF Form 623

Services Enlisted
Personnel Must
Use Automated
Training Records
In TEAMS

Attachment 6: 3M051 Journeyman (5-Level) Readiness STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. READINESS TR: WMP Annex GG; AFD 10-2; AFIs 10-201, 10-214, 10-400, 10-401; AFSVA WebPage												
a. Prime Readiness in Base Services (RIBS) program objectives										B		
b. Prime RIBS team concepts												
(1) AEF Concepts										A		
(2) Operational Chain of Command										A		
c. Services home station training requirements										A		
d. Services combat training requirements										A		
e. Mobility requirements												
(1) Personnel										A		
(2) Equipment												
(a) Logistics Detail (LOGDET)										A		
(b) Mobility bags A, B, and C										A		
(c) Personal Mobility Bags										A		
f. Status of Resources and Training Systems (SORTS)										A		
g. Total Force Assessment										A		
h. Limiting factors and shortfalls										A		
2. CONTINGENCY PLANNING TR: AFD 10-2; AFIs 10-214, 32-4001, 34-239, 63-124, Prime RIBS Managers Guide; AFSVA Readiness Handbooks; AFSVA WebPage												
a. Base support plans										A		
b. War Reserve Material (WRM)										A		
c. Implementation of Services programs												
(1) Wartime										B		
(2) Contingency										B		
(3) Contingency contracting										B		
3. USAF MORTUARY AFFAIRS PROGRAM TR: AFD 34-5; AFIs 34-242, 34-244; AFSVA WebPage												
a. Responsibilities										A		
b. Mortuary eligibility and benefits										A		
c. Case file management										A		
d. Search and recovery										A		
e. Honor guard program												
(1) Air Force policy										A		
(2) Base responsibility										A		
(3) Eligibility										A		
(4) Operational cost										A		
(5) Training										A		

Attachment 6: 3M051 Journeyman (5-Level) Readiness STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
4. IDENTIFY, REPORT AND CORRECT READINESS AND PLANS SAFETY HAZARDS TR: AFPAM 91-216; AFI 91-301, 91-302										A		
5. FIELD FEEDING										B		
6. FIELD LODGING										B		
7. FIELD FITNESS AND RECREATION										B		

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Services Enlisted
Personnel Must
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Training Records
In TEAMS

Attachment 7: 3M051 Journeyman (5-Level) Fitness STS

1. Tasks, Knowledge, And Technical References	2. Core/ War-time	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	Tasks	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
		Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. FITNESS COMPONENT TR: Fitness Handbook; AFI 34-266, 40-501, 40-502												
a. Anatomy										A		
b. Principles of fitness assessment										B		
c. Injury prevention	*									A		
2. WELLNESS COMPONENT TR: Fitness Handbook; AFI 34-266, 40-102, 40-501, 40-502												
a. Health risk factors										A		
b. Nutrition										A		
c. Smoking cessation										A		
d. Stress management										A		
e. Self-responsibility										A		
3. HEALTH And WELLNESS CENTER TR: AFI 40-501, 40-502												
a. Air Force Body Fat and Weight Management										A		
b. Air Force fitness testing										A		
4. FITNESS MANAGEMENT TR: Fitness Handbook; AFIs 34-266, 34-202, 34-262; Program Training Aid F-3; NA-19, NA-21; Field Fitness Readiness Software and Handbooks												
a. Objective of sports programs										A		
b. Objective of fitness programs										A		
c. Fitness Center hours of operation										A		
d. Types of tournaments										B		
e. Competition records										B		
f. Sports officials										A		
g. Customer eligibility										B		
h. Instructional classes										A		
i. Volunteer activities										A		
j. Special events										A		
k. Fees and charges										A		
5. IDENTIFY, REPORT AND CORRECT FITNESS SAFETY HAZARDS. TR: AFIs 91-301 and 91-302										A		
6. EQUIPMENT MAINTENANCE TR: Manufacturer's Maintenance Guides; Program Training Aid F-5												
a. Preventive maintenance										A		
b. Equipment repair										A		
7. INVENTORY MANAGEMENT TR: AFMAN 23-110 and AFI 23-111										A		
8. FITNESS CENTER CONTRACTS TR: AFI 63-124, 34-266, and 34-201										A		

Attachment 8: 3M071 Craftsman (7-Level) Advanced Skills Course STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. SERVICES CAREER FIELD MANAGEMENT CONCEPTS TR: Services CFETP; AFI 34-254; AFSVA WebPage											B	
2. SERVICES EDUCATION AND TRAINING TR: AFIs 36-2201 and 34-254, AFMAN 36-2245, Services CFETP; AFSVA Training Manager's Guide; TEAMS Software User's Manual ; Services CFETP												
a. TEAMS software											B	
b. Functions using TEAMS software											3c#	
c. Develop work center training plan											2b	
d. Qualification training plan (QTP) concepts											B	
e. Evaluation concepts and techniques											c	
f. Analyze on-the-job training effectiveness											3c	
g. Components of STEPS											b#	
3. MARKETING												
a. Concepts of marketing strategy											b	
b. Procedures for marketing products											b	
c. Develop marketing plan for a Services activity using Corporate Prism and Golden Eagle Standards											2b	
4. CUSTOMER SERVICE TR: Services Agency Customer Service Guide												
a. Concepts in providing customer service to base tenant units											c	
b. Principles in providing feedback to customers											c	
c. Concepts in analyzing customer feedback											c	
d. Concepts in developing a plan of action to address customer service issues											c	
e. Concepts in developing a follow-up process for customer service											c	
f. Customer service scenarios											3c	
5. FINANCIAL MANAGEMENT TR: AFI 65-106/107; AFMAN 34-214, AFSVA WebPage												
a. Sources of funds											B	
b. Concepts of budgeting											B	
c. Concepts of accounting											B	
d. Analyze an income and expense statement											c	
e. Develop financial plans											3c	

Attachment 8: 3M071 Craftsman (7-Level) Advanced Skills Course STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A 3-Skill Level		B 5-Skill Level		C 7-Skill Level	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
6. STRATEGIC CAPITAL IMPROVEMENT PLAN TR: AFI 34-105, 34-201, 34-202, AFJI 34-203, AFI 34-209, 34-239, 34-246; AFSVA WebPage												
a. Procedures for equipment replacement											B	
b. Identify procedures for facility improvement											B	
c. Develop financial strategic plan											2b	
7. SERVICES AWARDS AND RECOGNITION PROGRAMS TR: AFI 36-2852												
a. Procedures for developing recognition programs											c	
b. Procedures for implementing recognition programs											c	
c. Developing a recognition package											3c	
d. Evaluate an operation											3c	
8. READINESS TR: AFPD 10-2; AFI 10-214, 10-400; AFM 10-100; WMP 1, Annex GG; PAD 99-01												
a. Deployment process											B	
b. WMP guidance											B	
c. EAF/AEF process											B	
d. Deployment process											B	
e. Prime RIBS UTC concepts											B	
f. Home station training plan											B	
g. Address a Prime RIBS wartime scenario											2b	
9. MORTUARY AFFAIRS TR: AFPD 34-5; AFIs 34-242, 34-244												
(1) Case file management											2b	
(2) Honor guard											B	

Attachment 9: 3M071 Craftsman (7-Level) Lodging STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. QUARTERS MANAGEMENT TR: AFI 34-246												
a. Quarters utilization												B
b. Quarters utilization reports												B
c. Quality control												B
d. Commercial quarters												B
2. FRONT DESK MANAGEMENT TR: AFI 34-246												
a. Front desk reports												B
b. Refunds												B
c. Procedures for managing impress funds												B
d. Lost and found property												B
e. Deposits												B
3. FINANCIAL MANAGEMENT TR: AFIs 34-209, 34-246, 65-106; AFPD 34-2; AFMAN 34-214; Program Training Aid NA-42; AFSVA Web Page												
a. Lodging funding matrix												B
b. Command lodging fund												B
c. Rate determination												B
d. Advance payments												B
e. Accounts receivable												B
f. Managing imprest funds												B
4. SUNDRY SALES TR: AFIs 34-209, 34-246, 34-219; AFMAN 34-214												
a. Sundry sales program												B
b. Item selection												B
c. Pricing strategies												B
5. PROTECTION OF ASSETS TR: AFMAN 34-212; AFIs 23-111, 34-202, 34-209												
a. Services equipment												B
b. Funds												B
c. Internal controls												B
d. Responsibilities												B
6. INVENTORY MANAGEMENT TR: AFMANs 34-212, 23-110; AFI 23-111												
a. Inventory accountability												B
b. Stock level management												B
7. LODGING CONTRACTS TR: AFI 63-124												A
8. TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFIs 34-254, 36-2201; AFMAN 34-2245; Services CFETP; TEAMS Software User's Manual; AFSVA Training Manager's Guide, AFSVA WebPage												
1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					

Attachment 9: 3M071 Craftsman (7-Level) Lodging STS

	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
a. CFETP management												B
b. TEAMS												B
c. Training responsibilities												B
d. STEP												B
9. SERVICES HUMAN RESOURCE MANAGEMENT TR: AFD 34-3; AFI 34-301, 36-502; AFMAN 34-310, 36-203												
a. Manpower requirements												B
b. Utilization												B
c. Position standards												B

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Documentation
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Services Enlisted
Personnel Must
Use Automated
Training Records
In TEAMS

Attachment 10: 3M071 Craftsman (7-Level) Fitness STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. FITNESS MANAGEMENT TR: Fitness Handbook; AFIs 34-266, 40-501, 40-502, AFSVA WebPage												
a. Programs management												
(1) Golden Eagle Standards												B
(2) Program goals and objectives												B
(3) Activity programs												B
(4) Emergency plans												B
b. Operations management												
(1) Sources of income												A
(2) Appropriate expenditures of funds												B
(3) Conflicts of interest												B
(4) Pricing strategies												B
(5) Facility utilization												B
(6) Facility maintenance												B
(6) Equipment												B
(7) Budgets												B
(8) Emergency plans												B
(9) Facility maintenance												B
2. PROTECTION OF ASSETS TR: AFI 23-111, 34-202, 34-209, AFMAN 34-212												
a. Service equipment management												B
b. Funds management												B
c. Internal controls												B
d. Responsibilities												B
3. INVENTORY MANAGEMENT TR: AFI 23-111, AFMAN 23-110												
a. Inventory accountability												B
b. Stock level management												B
4. CONTRACTS TR: AFI 34-201, 63-124												
a. Establishing contracts												B
b. Contract administration												B
c. Legal aspects of personal contracts												B
d. Quality Assurance Evaluator (QAE)												B
5. TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFIs 34-254, 36-2201; AFMAN 34-2245; Services CFETP; TEAMS Software User's Manual; AFSVA Training Manager's Guide; and AFSVA WebPage												
a. CFETP management												B
b. TEAMS												B
c. Training responsibilities												B
1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A	B	C			
		3-Skill Level	5-Skill Level	7-Skill Level								

Attachment 10: 3M071 Craftsman (7-Level) Fitness STS

	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
d. STEP												B
6. SERVICES HUMAN RESOURCE MANAGEMENT TR: AFD 34-3; AFI 34-301, 36-502; AFMAN 34-310, 36-203												
a. Manpower requirements												B
b. Utilization												B
c. Position standards												B

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Attachment 11: 3M071 Craftsman (7-Level) Readiness STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. MORTUARY AFFAIRS TR: AFIs 34-242, 34-244												
a. Mortuary affairs programs												B
b. Eligibility of benefits												B
c. Program administration												B
d. Mortuary services and supplies funding												B
e. Search and recovery												B
f. Contract mortuary service evaluation												B
g. Options for transportation of remains												B
h. Honor guard												B
2. DEPLOYMENT PLANNING TR: WMP 1 Annex GG; AFIs 10-214, 10-400; AFMAN 10-100; HQ AFSVA Web Page; AAC Commander's Deployment Back Fill Guide, Prime RIBS Manager's Guide; PAD 99-01												
a. Operational plans (OPLANS)												B
b. Time Phased Force Deployment Data (TPFDD)												B
c. Deployment Requirements Manning Document (DRMD)												B
d. Contingency planning												B
e. Force Beddown												B
f. Contingency contracting												B
3. READINESS MANAGEMENT TR: AFI 10-214, 10-400; AFMAN 10-100; AAFES EOPs 8-1, 8-6; PRIME Ribs Manager's Guide; AFSVA Web Page; Readiness Handbook; ACC Commander's Deployment Back Fill Guide; PAD 99-01, Services Field Recreation Software												
a. Field food operations												B
b. Field lodging												B
c. Field fitness operations												B
d. Recreation operations												B
e. Field mortuary operations												B
f. Field laundry operations												B
g. Field exchange operations												B
h. Field sanitation												B
i. Prime RIBS training requirements												B
j. Prime RIBS program administration												B
k. Total force assessment												B
m. Status of resources and training system (SORTS)												B
l. Field Learning Resource Center												A
1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A	B	C			
		3-Skill Level	5-Skill Level	7-Skill Level								

Attachment 11: 3M071 Craftsman (7-Level) Readiness STS

	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
4. PROTECTION OF ASSETS UNDER FIELD CONDITIONS TR: AFI 23-111, 34-202, 34-209; AFMAN 34-212												B
5. INVENTORY MANAGEMENT TR: AFI 23-111, 34-212; AFMAN 23-110												B
a. Inventory accountability												B
b. Stock level management												B
6. TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFIs 34-254, 36-2108, 36-2201; AFMAN 34-2245; Services CFETP; TEAMS Software User's Manual; AFSVA Training Manager's Guide, AFSVA WebPage												
a. CFETP management												B
b. TEAMS												B
c. Training responsibilities												B
d. STEP												B

Or Place In
AF Form 623

Services Enlisted
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Attachment 12: 3M071 Craftsman (7-Level) Food STS

1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					
	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
1. FOOD SERVICE CONTRACTS TR: AFI 34-239, 63-124; AFMAN 34-240; Food Service and Flight Kitchen Manager's Handbook, and AFSVA Web Page												
a. Types of contracts												B
b. Functions and responsibilities of contract personnel												B
c. Responsibilities of food service personnel												B
d. Statement of Work (SOW)												B
e. Quality Assurance Surveillance Plan (QASP)												B
f. Duties and responsibilities of a Quality Assurance Evaluator (QAE)												B
g. Contingency contract clause												B
2. FOOD SERVICE STOREROOM MANAGEMENT TR: AFI 34-239; AFMAN 34-240; Food Service and Flight Kitchen Manager's Handbook; and AFSVA Web Page												
a. Storeroom management												B
b. Subsistence requirements												B
c. Inventory management												B
3. FOOD SERVICE ACCOUNTING TR: AFI 34-239; AFMAN 34-240; Food Service and Flight Kitchen Handbook; Food Service Accountant's Guide; AFSVA WebPage; AF Recipe Service												
a. Food service accounting concepts												B
b. Food service automated reports												B
c. Food cost index												B
d. Item inventory listing												B
e. Recipe cost												B
f. Dining facility summary												B
g. Monthly monetary record												B
h. Food service operations report												B
i. Upward reporting of food service accounting reports												B
4. FOOD SERVICE MANAGEMENT TR: AFI 34-239, 48-116; AFMAN 34-240; Food Service and Flight Kitchen Manager's Handbook; Checklists for Production Management; AF Recipe Service; AFSVA WebPage.												
a. Shift leader management												B
b. Serving line management												B
c. Menus												
(1) Menu planning												B
(2) Revising menus												B
1. Tasks, Knowledge, And Technical References	2. Core/	3. Certification for OJT					4. Proficiency Codes Used To Indicate Training/Information Provided					

Attachment 12: 3M071 Craftsman (7-Level) Food STS

	War-time	A	B	C	D	E	A		B		C	
	Tasks	Training Start	Training Complete	Trainee Initials	Trainer Initials	Certifier Initials	AF Course	Navy Course	(1) Course	(2) CDC	(1) Course	(2) CDC
d. Nutrition												B
e. Guest and charges												
(1) Authorized customer												A
(2) Appropriate charges												A
f. Food service evaluation record												B
g. Flight feeding management												
(1) Flight meal standards												B
(2) Ground meal standards												B
5. PRIME VENDOR TR: AFIs 34-239, 63-124; AFMAN 34-240; Food Service and Flight Kitchen Manager's Handbook; AFSVA WebPage; DSCP WebPage												
a. Service levels												B
b. Product variety												B
c. Cataloging												B
d. Subsistence total ordering receipt electronic systems (STORES)												B
e. Responsibilities												B
f. Adjustments												B
6. POINT OF SALE TR: AFI 34-239; AFMAN 34-240; AFSVA WebPage												B
7. PROTECTION OF ASSETS TR: AFI 23-111; AFMAN 23-110												
a. Service equipment management												B
b. Funds management												B
c. Internal controls												B
d. Responsibilities												B
8. TRAINING AND PROFESSIONAL DEVELOPMENT TR: AFIs 34-254, 36-2108, 36-2201; AFMAN 34-2245; Services CFETP; TEAMS Software User's Manual; AFSVA Training Manager's Guide; AFSVA WebPage												
a. CFETP management												B
b. TEAMS												B
c. Training responsibilities												B
d. STEP												B

SECTION B - COURSE OBJECTIVE

4. Measurement. Each objective is indicated as follows: W indicates task or subject knowledge which is measured using a written test; PC indicates required task performance progress check; and PC/W indicates separate measurement of both knowledge and performance elements using a written test and a progress check.

5. Standard. The standard is 80% on written examinations. Standards for performance measurement are indicated in the objective and delineated on the individual progress checklist. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or part of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the “2b” proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step-by-step procedures for doing the task.

7. Initial Skills Course: Plan of Instruction available upon request.

POC: 344th TRS/DORM, DSN: 473-0096/0097

7.1. Advanced Skills Course Plan of Instruction available upon request

POC: 344th TRS/DORM, DSN: 473-0096/0097

SECTION C - SUPPORT MATERIALS

8. Purpose. This section lists available support material that is relevant across the specialty. Support material is any training package designed to enhance the learning process at any level of training.

9. Services Training and Education Plan (STEP). STEP is a HQ AFSVA developed computer program designed to help training managers and trainers conduct effective, standardized training through out the Services career field. It lists or references the information necessary to conduct training. STEP is often confused with the Training and Education Automated Management System (TEAMS) because they both reference tasks and sub-tasks associated with Services positions. STEP is the information to assist in conducting training while TEAMS is the authorized means of documenting training. These two programs when combined with the Services Enlisted CFETP is called the Training Triad. All the tasks and sub-tasks listed in STEP match up with the QTPs listed in the CFETP and TEAMS. STEP is not designed to let the trainees train themselves. We recommend the trainer review the plans before training begins.

10. Readiness/Home Station Training. The following are the Home Station Training (HST) packages and Computer Based Training (CBT) modules available for use in the conducting of Home Station Training. These packages are developed by HQ AFSVA and distributed through MAJCOM training managers.

Home Station Training Packages:

70,000 BTU Heater	Immersion Heater	Field Exchange	Field Food
Field Lodging	Field Mortuary	Field Sanitation	Fitness and Sports
Force Beddown	M2 Burner	M59 Field Range	NAF Field Accounting
Search and Recovery			

Computer Based Training Modules:

70,000 BTU Heater	Immersion Heater	Field Exchange	GP Medium Tent
M2 Burner	M59 Field Range	Mobile Kitchen Trailer	

11. Qualification Training Plans: The following QTPs are available to support 5- and 7-level upgrade training. **Their use is mandatory for upgrade/qualification training.** They are here for reference only. For documentation, automated copies are located in TEAMS. The QTPs also serve as master task listings. Task information is located in STEP.

Functional Area	TEAMS Number	Skill Level	Position
Food Service	3M0X1-2A	7-Level	Dining Facility Manager
	3M0X1-2B	5-Level	Production Manager/Shiftleader
	3M0X1-2C	5-Level	Storeroom Clerk
	3M0X1-2D	5-Level	Accountant
	3M0X1-2G	5-Level	Food Preparation Fundamentals
	3M0X1-1D	5-Level	Quality Assurance Evaluator
Lodging	022	7-Level	Lodging Manager
	3M0X1-3A	5-Level	Front Desk/Reservationist
	3M0X1-3B	5-Level	Linen Exchange
Readiness	3M0X1-4A	7-Level	Prime RIBS NCOIC
	3M0X1-4B	5-Level	Readiness Training
	3M0X1-1E	5-Level	Mortuary Affairs
Fitness	3M0X1-5A	5-Level	Fitness Program Specialist
	3M0X1-5B	7-Level	Fitness Center Activity Manager
General	3M0X1-1A	5-Level	Supervisor/Trainer
	040	7-Level	Education and Training Manager

Food Service - Dining Facility Manager - 7-Level QTP (3M0X1-2A)

1. Task

Start
Date

Completion
Date

Trainee
Initials

Trainer
Initials

1. Plan Menus, TR: AFI 34-239, AFJMAN 34-406
Armed Force Recipe Service, AFMAN 34-240:

- a. Review menus and recipes cards
- b. Check to ensure adequate food stock for meal
- c. Compute food requirements for menu
- d. Coordinate RECAP with Prime Vendor
- e. Provide computations to Prime Vendor
- f. Complete AF Form 662
- g. Attend planning boards

2. Supervise Food Operations:

- a. Supervise methods used in preparing and serving food
- b. Provide an account for food, supplies and equipment
- c. Coordinate with base organizations
- d. Monitor cash register with items served
- e. Physical inventories
- f. Monitor identification of customers
- g. Coordinate with Prime Vendor
- h. Coordinate Civil Engineer work orders
- i. Receive cash receipts and prepare turn in
- j. Prepare and maintain records and forms
- k. Account for daily gains and losses
- l. Call work orders into civil engineers (CE)
- m. Coordinate customer comment cards
- n. Maintain change fund
- o. Maintain food storage area
- p. Ensure menu items and prices are displayed for guests

For Reference
Only

Task
Information Is
Located In
STEP

Do Not Use This
QTP For
Documentation
Or Place In
AF Form 623

Services
Enlisted
Personnel Must
Use Automated
QTPs Located In
TEAMS

Food Service - Dining Facility Manager - 7-Level QTP (3M0X1-2A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
---------	---------------	--------------------	---------------------	---------------------

- q. Prepare, maintain, monitor, and verify forms

3. Monitor Cashier Operations, TR: AFI 34-239, AFMAN 34-240
 - a. Ensure cashier is following cashier instructions
 - b. Perform cash controls for safe, cash register(s), and change fund
 - c. Brief cashier on menu

4. Monitor Subsistence Operations, TR: AFI 34-239, AFMAN 34-240,
 - a. Monitor Prime Vendor fill rates
 - b. Approve all subsistence requests and direct vendor deliveries

5. Evaluate Dining Facility, TR: AFI 34-239, AFMAN 34-240
 - a. Perform evaluation IAW AF Form 1038
 - b. Utilize a self-inspection checklist
 - c. Observe food service personnel as they perform duties

For Reference
Only

Task
Information Is
Located In
STEP

Do Not Use This
QTP For
Documentation
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Services
Enlisted
Personnel Must
Use Automated
QTPs Located In
TEAMS

Food Service - Production Manager - 5-Level QTP (3M0X1-2B)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>1. Review Menus, TR: AFI 34-239, AFMAN 34-406, AFMAN 34-240</p> <p>a. Provide instructions and assignments to personnel</p> <p>b. Select recipe cards</p> <p>c. Monitor equipment</p> <p>d. Operate Services MIS System</p> <p>2. Request Subsistence, TR: AFI 34-239, AFMAN 34-240</p> <p>a. Verify receipt of subsistence items</p> <p>b. Prepare and submit Senior Cooks Requisition</p> <p>3. Supervise and Assist in Preparation of Meals, TR: AFI 34-239, AFMAN 34-406, AFMAN 34-240</p> <p>a. Prepare work area</p> <p>b. Use automated recipe service</p> <p>c. Inspecting food</p> <p>d. Ensure proper sanitation and safety</p> <p>4. Supervise and Assist in Serving Line Techniques, TR: AFI 34-239, AFMAN 34-240</p> <p>a. Pan food for serving</p> <p>b. Arrange food on serving line</p> <p>c. Select proper serving utensils</p> <p>d. Brief servers</p> <p>e. Perform customer service techniques</p> <p>f. Maintain food at proper temperatures</p> <p>g. Ensure progressive cooking</p>				

For Reference
Only

Task
Information Is
Located In
STEP

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QTP For
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Services
Enlisted
Personnel Must
Use Automated
QTPs Located In
TEAMS

Food Service - Production Manager - 5-Level QTP (3M0X1-2B)

1. Task

Start
Date

Completion
Date

Trainee
Initials

Trainer
Initials

5. Perform End of Meal Procedures, TR: AFI 34-239, AFMAN 34-240, Cash Register Operators Manual
- a. Program point of sale registers
 - b. Input cash counts into computer
 - c. Complete AF Form 662
 - d. Produce after meal report
 - e. Make returns to storeroom

For Reference
Only

Task
Information Is
Located In
STEP

Do Not Use This
QTP For
Documentation
Or Place In
AF Form 623

Services
Enlisted
Personnel Must
Use Automated
QTPs Located In
TEAMS

Food Service - Accountant - 5-Level QTP (3M0X1-2D)

1. Task

Start
Date

Completion
Date

Trainee
Initials

Trainer
Initials

1. Order Subsistence, TR: AFI 34-239, AFMAN 34-240

- a. Review production logs and special requests
- b. Prepare and submit subsistence request forms
- c. Review dining facility stock records
- d. Forward forms to appropriate agency

2. Receive Subsistence, TR: AFI 34-239, AFMAN 34-240

- a. Update stock records
- b. Check all incoming food for quantity and quality
- c. Complete delivery documentation
- d. Note fill rates
- e. Verify delivery against invoices
- f. Check vendor slips for environmental health approval

3. Store Subsistence, TR: AFI 34-239, AFMAN 34-240

- a. Proper storage procedures
- b. Rotate stock
- c. Proper temperatures and corrective actions

4. Thaw Meats, TR: AFI 34-239, AFMAN 34-240

- a. Compare Production Log and Computer Generated Thaw Report
- b. Remove frozen meats from containers and place into pans
- c. Relabel containers

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Food Service - Accountant - 5-Level QTP (3M0X1-2D)

1. Task

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Initials

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- d. Time and date pans with placement dates
-
5. Issue and Return Subsistence, TR: AFI 34-239, AFMAN 34-240
 - a. Review and issue from kitchen requisition form
 - b. Annotate dining facility records
 - c. Return unused subsistence to inventory
 - d. Verify the amount of food items issued and returns
 - e. Rotate stock/return items to storage locations
 - f. Annotate final cook requisition and obtain signature
 6. Conduct Inventories, TR: AFI 34-239, AFMAN 34-240
 - a. Conduct periodic subsistence inventories
 - b. Conduct monthly physical inventories
 - c. Prepare and file inventory adjustments
 7. Compute Menu Requirements, TR: AFI 34-239, AFMAN 34-240
 - a. Coordinate subsistence requirements with Prime Vendor
 - b. Compute food requirements
 - c. Coordinate with dining facility supervisor
 - d. Provide requirements to Prime Vendor
 8. Sanitize Equipment and Facilities, TR: AFI 48-116, 48-117, US Public Health Food Code

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Food Service - Accountant - 5-Level QTP (3M0X1-2D)

1. Task

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1. Perform Daily Dining Facility Funds Accounting, TR: AFIs 34-239, AFMAN 34-240:

- a. Audit cash collection records
- b. Audit monthly monetary records
- c. Audit ground support meal request
- d. Audit register of cash collection sheets
- e. Audit dining facility signature record
- f. Audit subsistence transfers
- g. Audit cash collection voucher with finance
- h. Audit requests for flight meals
- i. Complete dining facility summary forms
- j. Retrieve and file hard copy of accounting forms
- k. Prepare cash collection vouchers
- l. Transfers funds/obtain receipts
- m. Audit dining facility stock records
- n. Audit inventory adjustment voucher
- o. Audit senior cook's requisitions
- p. Audit Food Cost Index
- q. Audit subsistence requests
- r. Verify abstract of reimbursement sales
- s. Audit summary of flight meals
- t. Audit meal order record
- u. Audit item pricing
- v. Audit monthly subsistence price changes
- w. Audit field accounting documentation

2. Set Up and Collect Cross Service Accounts, TR: AFI 34-239, AFMAN 34-240

- a. Set up and input organization billing accounts in computer

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Food Service - Accountant - 5-Level QTP (3M0X1-2D)

1. Task

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- b. Verify billing account information
- c. Compute and input billing data
- d. Prepare command service billings
- e. Submit monetary charges to finance

3. Validate Subsistence In Kind Roster, TR: AFI 34-239, AFMAN 34-240, AFI 34-241

- a. Verify and distribute SIK rosters
- b. Make changes and file SIK rosters
- c. Verify invalid SIK personnel
- d. Update master file

4. Perform Monthly APF Food Service Accounting, TR: AFI 34-239, AFMAN 34-240, AFMAN 37-139

- a. Compute and verify Food Cost Index
- b. Prepare food service operation report
- c. Print and file hard copy of accounting data
- d. Reconcile billing data
- e. Prepare and file reconciliation documentation

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Food Service - Food Preparation Fundamentals - 5-Level QTP (3M0X1-2G)

1. Task

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1. Identify the Fundamentals of Food Preparation

- a. Identify the purpose of seasoning agents
- b. Identify progressive cooking techniques

2. Prepare Foods TR: AFI 34-239; AFMAN 34-240; Air Force Recipe Service

- a. Prepare meats
- b. Prepare seafood
- c. Prepare poultry
- d. Prepare eggs
- e. Prepare breads
- f. Prepare pastry
- g. Prepare fruits
- h. Prepare vegetables
- i. Prepare salads
- j. Prepare dressings
- k. Prepare sauces
- l. Prepare gravies
- m. Prepare soups
- n. Prepare beverages
- o. Prepare cereal
- p. Prepare sandwiches

3. Prepare Meals Using Various Cooking Methods

- a. Dry heat method
 - (1) Bake various products
 - (2) Roast various products
 - (3) Fry products using a variety of recipes and methods
 - a. Fry on a griddle

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Food Service - Food Preparation Fundamentals - 5-Level QTP (3M0X1-2G)

1. Task

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b Fry products using deep fat method

b. Moist heat method

- (1) Simmer various products
- (2) Braise various products
- (3) Steam various products without losing color, vitamins, and taste
- (4) Boil various products
- (5) Cook products utilizing the pressure cooker

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Food Service-Quality Assurance Evaluator (QAE)- 5-Level QTP (3M0X1-1D)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ol style="list-style-type: none"> 1. Statements of Work (SOW), TR: AFIs 34-239, 34-240, 63-124, HQ AFSVA website <ol style="list-style-type: none"> a. Develop SOW using HQ AFSVA website template b. Validate changes to SOW 2. Quality Assurance Surveillance Plan (QASP), TR: AFMAN 38-124 <ol style="list-style-type: none"> a. Develop QASP using AF Standard Format b. Develop monthly AF Form 801, QAE schedule c. Distribute schedule to contract administrator and Functional Area Chief (FAC) 3. Contract Surveillance, TR: AFPDs 34-2, 64-3, AFIs 34-239, 34-240, 34-246, AFMANs 34-247, 68-124 <ol style="list-style-type: none"> a. Perform random inspections b. Perform periodic surveillance c. Review management information system reports d. Review customer complaints 4. Contractor Performance, TR: AFPDs 34-2, 64-3, AFIs 34-239, 34-240, 34-246, AFMANs 34-247, FAR DODD 5500-7 <ol style="list-style-type: none"> a. Prepare tally checklist for random inspections b. Complete AF Form 799, Surveillance Activity Checklist for periodic surveillance c. Notify contractor of defects found d. Evaluate contractor response e. Prepare AF Form 802, Contract Discrepancy Report f. Recommend incentive award recipients 				

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Food Service-Quality Assurance Evaluator (QAE)- 5-Level QTP (3M0X1-1D)

1. Task

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- g. Evaluate contractor performance
- 5. Complete Monthly Contracting Report; Review Contractor Files, TR: AFPDs 34-2, 64-3, AFIs 34-239, 34-246, AFMANs 34-247, 34-240
 - a. Maintain contract surveillance
 - b. Perform year end file transfer to contracting

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Lodging Manager - 7-Level QTP (022)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>1. Supervise Accounting Functions, Task References: AFPD 34-2 <i>Managing Nonappropriated Funds</i>, AFI 34-246 <i>Air Force Lodging Program</i>, and AFMAN 34-214 <i>Procedures for NAF Financial Management and Accounting</i></p> <p>a. Ensure money is collected and deposited</p> <p>b. Ensure deposits are made</p> <p>c. Ensure authorized refunds are made</p> <p>d. Ensure charges are posted to the correct General Ledger account</p> <p>e. Ensure cashier reports are prepared</p> <p>f. Ensure room charges are posted correctly</p> <p>g. Ensure bills are prepared on a timely basis</p> <p>h. Ensure timely posting of accounts receivable (A/R)</p> <p>2. Manages Aircrew Support Program, Task References: AFD 34-2 <i>Managing Nonappropriated Funds</i>, and AFI 34-246 <i>Air Force Lodging Program</i></p> <p>a. Ensure aircrew members are pre-registered</p> <p>b. Coordinate with Base Operations/Command Post on arrival times</p> <p>c. Ensure keys or commercial lodging authorizations or non-availability numbers are delivered to aircraft commander or faxed to the CL hotel</p> <p>d. Monitor aircrew comments/survey forms</p> <p>e. Prepare Prime Knight (PK) packages</p> <p>f. Ensure adequate support is provided to administer the PK program</p> <p>3. Analyzes Accounting Documents, Task References: AFD 34-2 <i>Managing Nonappropriated Funds</i>,</p>				

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Lodging Manager - 7-Level QTP (022)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>AFI 34-246 <i>Air Force Lodging Program</i>, AFMAN 34-214</p> <ul style="list-style-type: none"> a. Financial statements b. Income and Expense (I&E) Budget c. Review inputs to each GLAC d. Discuss results with individual managers e. Resolve any problems/errors in reports f. Central Lodging Fund g. Accounts payable process h. Inventory <p>4. Maintains Accountability of NAF Funds, TR: AFPD 34-2 <i>Managing Nonappropriated Funds</i>; AFI 31-101 <i>The Air Force Resource Protection Program</i>; AFI 34-124 <i>Air Force Morale, Welfare, Recreation Advisory Board (AFMWRAB)</i>; AFI 34-201 <i>Use of Nonappropriated Funds (NAFs)</i>; AFI 34-209 <i>Nonappropriated Fund Financial Management and Accounting</i>; AFI 34-246 <i>Air Force Lodging Program</i>, AFI 65-106 <i>Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities</i>; AFI 34-202 <i>Protecting Nonappropriated Fund Assets</i>; AFI 34-204 <i>Air Force Services Logistic Support Program</i>.</p> <ul style="list-style-type: none"> a. Execute cash register procedures b. Prepare cash receipt vouchers c. Manage change fund d. Manage IMPREST fund e. Manage internal controls f. Inventory storage areas g. Perform surprise cash counts h. Investigate and report asset losses 				

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Lodging Manager - 7-Level QTP (022)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ul style="list-style-type: none"> i. Monitor NAF amusement and vending machines j. International Merchant Purchase Authorization Card (IMPAC) k. Net earning objectives l. NAF Requirements Budget (NRB) m. Cash Flow Budget 				
5. Ensure Appropriated Fund Assets are Managed and Controlled TR: AFI 65-106 <i>Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities</i> <ul style="list-style-type: none"> a. Obtain authorized APF support b. Submit APF budget requirements c. Analyze management reports d. International Merchant Purchase Authorization Card (IMPAC) 				
6. Operate the Lodging Front Desk <ul style="list-style-type: none"> a. Determine lodging guest eligibility b. Check guests in/out c. Inventory and sell sundry items d. Process guest payment for room, telephone and other charges e. Take information for individual and group reservations f. Operate lodging switchboard phone system, serves as base locator after normal duty hours g. Review space available (Space A) list h. Input guest information in computer i. Assign lodging rooms using automated system j. Provide lodging to the guest 				

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Lodging Manager - 7-Level QTP (022)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ul style="list-style-type: none"> k. Maintain literature for on/off base activities l. Prepare government quarters and mess forms 				
7. Accept Lodging Guest Reservations				
<ul style="list-style-type: none"> a. Review customer request b. Verify authorizations c. Categories of personnel d. Input data into the computer e. Give reservation number to guest f. Confirm reservation by mail, fax, telephone 				
8. Oversee Supervision of the Lodging Front Desk				
<ul style="list-style-type: none"> a. Employee scheduling b. Perform cash control c. Ensure proper issuance of Non-Availability numbers (NAs) for transient personnel d. Prepare occupancy reports e. Ensure customers are provided Contract Lodging (CL) when necessary f. Manage Contract Lodging Program g. Approve late checkouts h. Review Arrivals/Departures Report i. Review Housekeeping Status Report j. Reconcile Cashier's Reports k. Review group billing procedures l. Resolve customer complaints 				
9. Provide Customer Service:				
<ul style="list-style-type: none"> a. Cross market other Services activities 				

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Lodging Manager - 7-Level QTP (022)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ul style="list-style-type: none"> b. Interact with customers c. Identify customer needs d. Review customer feedback e. Modify programs to meet customer expectations f. Manage lost & found g. Receive, log, and secures items 				
10. Perform QAE Duties for Services Contracts, TR: <i>AFPD 34-2 Managing Nonappropriated Funds,</i> <i>AFI 34-239 Food Service Management Program,</i> <i>AFI 34-246 Air Force Lodging Program, AFI 38-203</i>				
<ul style="list-style-type: none"> a. Annotate QAE checklist b. Create Random Inspection Log c. Develop inspection checklist d. Ensure resource protection requirements are met e. Write inspection reports f. Write unacceptable performance statements g. Coordinate with contractor and commercial services 				
12. Supervise and Train Personnel, Task References: <i>AFI 34-254 Services Education and Training, AFI 34-301 Nonappropriated Fund Personnel Management and Administration, AFI 34-302 Nonappropriated Fund (NAF) Employee Retirement Plan, AFI 36-2103 Individualized Newcomer Treatment and Orientation (INTRO) Program, AFPD 36-24 Military Evaluations.</i>				
<ul style="list-style-type: none"> a. Ensure proficiency and upgrade training are being conducted in all areas 				

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Lodging Manager - 7-Level QTP (022)

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13. Quarters Management, Task References: DODI
4165.63-M, AFI 34-246 *Air Force Lodging
Program Management*

- a. Quarters utilization
- b. Quarters utilization reports

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Lodging - Front Desk/Reservationist - 5-Level QTP (3M0X1-3A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
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1. Perform Administrative Functions TR: AFI 34-246

- a. Identify categories of authorized patrons
- b. Confirm/deny reservations by mail, message, telephone, or in person
- c. Make individual /group reservations
- d. Determine room assignments
- e. Determine who is authorized use of contract lodging
- f. Prepare government quarters and mess forms
- g. Cross market Services activities
- h. Provide base locator service for lodging and base personnel
- i. Issue non-availability numbers

2. Provide Lodging Customer Service TR: AFI 34-246

- a. Maintain literature for on/off base activities and services
- b. Resolve guest complaints
- c. Provide wake-up service
- d. Safeguard guest's valuables and security
- e. Issue and monitor location of checkout items
- f. Perform switchboard operations
- g. Provide sundry sales services

3. Perform Security Procedures for Funds and Facilities TR: AFIs 34-202, AFMANs 34-212, 34-214.

- a. Implement cash register procedures
- b. Prepare cash receipt vouchers
- c. Monitor change fund

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Lodging - Front Desk/Reservationist - 5-Level QTP (3M0X1-3A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
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- d. Practice anti-robbery and bomb threat procedures
- e. Perform surprise cash counts
- f. Make deposits daily to the central cashier
- g. Complete cashier report
- h. Practice internal controls
- i. Monitor resale operation
- j. Inventory resale merchandise
- k. Report losses
- l. Monitor fund storage container requirements

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Lodging - Linen Exchange - 5-Level QTP (3M0X1-3B)

1. Task

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Initials

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1. Manage the Linen Exchange TR: AFI 34-252, AFMAN 34-253

- a. Identify authorized patrons
- b. Establish pick up/turn in schedules
- c. Issue replacement items
- d. Order replacement linen
- e. Monitor inventory levels
- f. Perform inventories
- g. Prepare salvage documentation
- h. Ensure possible blood borne pathogen contaminated items are disposed of properly

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Readiness - Prime RIBS NCOIC - 7-Level QTP (3M0X1-4A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>1. Administer Prime RIBS Program, TR: AFIs 10-201, 10-214, AFMAN 10-401V1/2; and Local OIs</p> <ul style="list-style-type: none"> a. Maintain team recall roster b. Update and maintain Prime RIBS folders c. Maintain Prime RIBS library and deployment package d. Brief team members on their responsibilities e. Monitor team manning, equipment, and training f. Provide input for Prime RIBS team "C" ratings in SORTS to HQ USAF g. Submit end of deployment report h. Maintain Prime RIBS reference material i. Provide logistic support for mobility kits and supplies j. Update unit and base plans k. Submit budget for TDY training and equipment funds <p>2. Manage Prime RIBS Training, TR: AFIs 10-201, 10-214, AFMAN 10-401V1/V2; and Local OIs</p> <ul style="list-style-type: none"> a. Coordinate with SORTS Monitor for mobility training requirements b. Obtain available class dates/quotas for Services Combat Training from MAJCOM c. Request ancillary training quotas d. Schedule Prime RIBS training classes <p>3. Evaluate a Bivouac (2 Days and 1 Overnight) TR : AFI 10-201, 10-214.</p> <p>4. Evaluate Prime RIBS Home Station Training, TR: AFI 10-214, 3M0X1, CFETP, TM 5-4540-202-12 & P, TM 10-7360-206-13, TM 10-7360-204-13 & P</p>				

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Readiness - Prime RIBS NCOIC - 7-Level QTP (3M0X1-4A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ul style="list-style-type: none">a. Demonstrate Field Lodging proceduresb. Demonstrate Field Fitness operating proceduresc. Demonstrate Field Exchange operating proceduresd. Set up 70,000 BTU Heatere. Set up and operate Field Food Service operationf. Perform field food service accountingg. Perform NAF Field Accounting proceduresh. Perform Field Mortuary proceduresi. Demonstrate M-2 Burner lighting and safe operational proceduresj. Demonstrate how to set up and tear down MKTk. Demonstrate safe set up and operation of the M-59 Rangel. Demonstrate how to set up/tear down a GP medium tentm. Demonstrate safe operation of the M-67 Immersion Heatern. Demonstrate how to set up and operate a recreation lounge in the fieldo. Describe the procedures for Force Beddownp. Describe the proper Field Sanitation proceduresq. Demonstrate how to set up/tear down a temper tent				

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Readiness - Training - 5/7-Level QTP (3M0X1-4B)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
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1. Complete Services Field Certification Training,
TR: AFI 10-201, 10-214, 3M0X1, CFETP
 - a. Complete field certification training for critical positions
 - b. Complete field certification training for non-critical positions
2. Complete Standard Home Station Training (HST)
 - a. Demonstrate Field Lodging procedures
 - b. Demonstrate Field Fitness operating procedures
 - c. Demonstrate Field Exchange operating procedures
 - d. Set up 70,000 BTU Heater
 - e. Set up and operate Field Food Service operation
 - f. Perform NAF Field Accounting procedures
 - g. Perform field food service accounting
 - h. Perform Field Mortuary procedures
 - i. Demonstrate M-2 Burner lighting and safe operational procedures
 - j. Demonstrate how to set-up and tear down MKT
 - k. Demonstrate safe set up and operation of the M-59 Range
 - l. Demonstrate how to set up/tear down a GP medium tent
 - m. Demonstrate safe operation of the M-67 Immersion Heater
 - n. Demonstrate how to set up and operate a recreation lounge in the field
 - o. Describe the procedures for Force Beddown
 - p. Describe the proper Field Sanitation procedures

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Readiness - Training - 5/7-Level QTP (3M0X1-4B)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
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- q. Demonstrate how to set up/tear down a Temper Tent
3. Complete Food Handlers Certification, TR: AFI 48-116, 3M0X1, CFETP
4. Complete Small Arms Marksmanship Training, TR: AFIs 10-201, 10-403, 3M0X1, CFETP
5. Complete Chemical Warfare Defense Training, TR: AFI 10-201
6. Complete Self-Aid and Buddy Care Training, TR: AFI 10-403
7. Complete a Bivouac

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Readiness - Mortuary Affairs - 5-Level QTP (3M0X1-1E)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>1. Administer Mortuary Affairs Program, TR: AFIs 34-242, 34-244, AFPAM 34-259, 34-260, 34-261, AFSVA documentation</p> <ul style="list-style-type: none"> a. Determine deceased eligibility for benefits b. Arrange transportation c. Monitor funding for mortuary services d. Monitor the personal property program e. Coordinate Summary Court Officer actions f. Maintain mortuary case files g. Coordinate problems with MAJCOM and AFSVA <p>2. Administer the Honor Guard, TR: AFI 34-242, AFPAMs 34-260, 34-261</p> <ul style="list-style-type: none"> a. Determine eligibility for Honor Guard ceremonies b. Schedule Honor Guard ceremonies c. Maintain Honor Guard equipment d. Manage Honor Guard e. Determine Honor Guard budget <p>3. Train Search and Recovery, TR: AFIs 34-242, 34-244</p> <ul style="list-style-type: none"> a. Effectively maintain roster & train Search & Recovery Ready/Augmentee Team b. Maintain Search and Recovery kits 				

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Fitness - Program Specialist - 5-Level QTP (3M0X1-5A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>1. Maintain Equipment and Facilities TR: AFIs 38-203, 34-266, 34-204, 23-110 vol 2, 91-202, 91-204, 91-301</p> <p>a. Perform daily maintenance and cleaning IAW checklist/schedules</p> <p>b. Prepare input for preventive maintenance and cleaning contracts</p> <p>c. Provide input for preparation of Capital Requirements Budget submissions for equipment replacement or upgrades</p> <p>d. Prepare requests for facility maintenance</p> <p>e. Inspect equipment and facilities for safety</p> <p>f. Provide input for annual grounds maintenance plan</p> <p>g. Perform ground maintenance</p> <p>h. Evaluate contract service</p> <p>2. Organize Fitness and Sports Programs TR:AFI 34-266, 34-204, 34-104, 91-202, 91-204, 91-301; AFMANs 34-137, and HOI 34-9</p> <p>a. Organize intramural, extramural, varsity and self directed Fitness and Sports Programs</p> <p>b. Establish competition bylaws and schedules</p> <p>c. Schedule services, facilities, and equipment</p> <p>d. Conduct base tournaments and competitions</p> <p>e. Maintain competition records</p> <p>f. Provide input for fitness center budgets</p> <p>g. Provide input for annual sports program</p> <p>h. Identify wellness concepts</p> <p>i. Administer core fitness/sports programs</p> <p>j. Demonstrate safe exercise principles</p> <p>k. Conduct fitness equipment room monitoring</p>				

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Fitness - Program Specialist - 5-Level QTP (3M0X1-5A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ul style="list-style-type: none"> l. Conduct customer equipment orientation m. Conduct individual exercise programs n. Prepare input for instructional contracts and assist in hiring instructors o. Prepare input for officials' contracts p. Evaluate/monitor contracts (includes equipment maintenance, instructors, and officials) q. Recommend athletes to compete at inter-service, national, and international competitions r. Develop and maintain jogging trails and/or maps s. Conduct patron equipment certification t. Inspect facilities and equipment prior to start of competition, to include preseason and post season inspections of facilities u. Issue equipment for individual customer needs and organized competition v. Order uniforms w. Receive uniforms x. Maintain uniforms y. Inventory uniforms z. Order awards aa. Brief sports advisory council bb. Maintain locker program cc. Provide input for marketing plan dd. Perform emergency procedures 				
3. Security Procedures for Funds and Facilities TR: AFIs 34-105, 34-201, 34-202, 34-204, 34-209; AFMANs 34-212 and 34-214.				
<ul style="list-style-type: none"> a. Establish cash register procedures b. Review cash receipt vouchers c. Monitor change funds 				

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Fitness - Program Specialist - 5-Level QTP (3M0X1-5A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ul style="list-style-type: none"> d. Develop anti-robbery and bomb threat procedures e. Perform surprise cash counts f. Make deposits daily to the Central Cashier g. Complete Cashier's Report h. Monitor internal controls i. Monitor resale operation j. Monitor resale merchandise inventory levels k. Report losses l. Monitor fund storage container requirements 				
4. Implement patron eligibility policy, TR: AFIs 34-262, 34-266; AFMAN 34-137 <ul style="list-style-type: none"> a. Perform customer check in/ check out procedures b. Prepare AF Form 2048, Reservation Daily Attendance and Program Record c. Enforce patron priority system during periods of peak use d. Maintain reservation system 				
5. Complete and maintain adult CPR certification, TR: AFIs 91-202, 91-204, 91-301; AFMAN 34-137, 34-266; American Red Cross or American Heart Association <ul style="list-style-type: none"> a. Complete and maintain American Red Cross Cardiopulmonary Resuscitation (CPR) or American Heart Association Basic Life Support (BLS) certification b. Complete and maintain basic first aid certification 				

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Fitness - Activity Manager - 7-Level QTP (3M0X1-5B)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>1. Equipment and Facilities TR: AFI 34-266, 34-204; AFMAN 38-203, 23-110 vol. 2, AFOSH 91-1, TA 410</p> <ul style="list-style-type: none"> a. Monitor daily maintenance and cleaning b. Establish checklist/schedule for cleaning, maintenance, and safety c. Prepare/submit budget for equipment replacement/upgrade d. Submit requests for facility maintenance e. Submit annual grounds maintenance plan f. Conduct and document weekly inspections of all fitness and sports equipment, fields, and facilities g. Develop contract statement of work h. Evaluate contract performance (to include equipment, instructors, and officials, etc.) i. Develop annual equipment maintenance plan <p>2. Fitness and Sports Programs TR: AFI 34-204, 34-266, 34-202, 34-262, 91-202, 91-204, 91-301; AFMAN 34-137, HOI 34-9, HQ AFSVA Fitness Guide</p> <ul style="list-style-type: none"> a. Develop annual program plan b. Develop annual sports calendar c. Develop budgets (APF and NAF) d. Monitor intramural, extramural, varsity, and self-directed sports programs e. Develop base support requirements for tournaments and competitions f. Review by-laws and schedules g. Prepare and submit input for officials, instructors, and equipment contracts and hire instructors h. Develop contract statement of work 				

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Fitness - Activity Manager - 7-Level QTP (3M0X1-5B)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ul style="list-style-type: none"> i. Monitor individual service contracts (to include equipment, instructors, and officials) j. Promote CORE fitness and sports programs k. Identify wellness concepts l. Establish annual fitness/sports program plan m. Recommend athletes to compete at inter-service, national, and international competition n. Establish short- and long-term goals and procedures described in Corporate Standards o. Extract market demand information from Corporate Prism p. Provide input for marketing plan and ensure events are well publicized q. Establish safety programs r. Develop facility sanitation standards s. Develop an emergency medical plan t. Develop an active sports council u. Develop enhanced fitness and sports programs v. Monitor group exercise instructors w. Monitor the FIP 				
3. Security Procedures for Funds and Facilities TR: AFIs 34-202, 34-209; and AFMANs 34-212 and 34-214. <ul style="list-style-type: none"> a. Establish cash register procedures b. Review cash receipt vouchers c. Monitor change funds d. Develop anti-robbery and bomb threat procedures e. Perform surprise cash counts f. Make deposits daily to the Central Cashier g. Complete Cashier's Report 				

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Fitness - Activity Manager - 7-Level QTP (3M0X1-5B)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<ul style="list-style-type: none"> h. Monitor internal controls i. Monitor resale operation j. Monitor resale merchandise inventory levels k. Report losses l. Monitor fund storage container requirements 				
4. Patron Eligibility TR: AFIs 34-262, 34-266, AFMAN 34-137 <ul style="list-style-type: none"> a. Ensure patron check-in/check-out procedures are followed (Patrons and Equipment) b. Monitor AF Form 2043, Reservation Daily Attendance and Program Record c. Monitor scheduling of fitness and sports facilities and equipment d. Enforce patron priority system during periods of peak use 				
5. Complete and maintain Adult CPR Certification TR: AFI 34-266, 91-202, 91-204, 91-301; AFMAN 34-137; American Red Cross or American Heart Association certification. <ul style="list-style-type: none"> a. Complete and maintain American Red Cross Cardiopulmonary Resuscitation (CPR) or American Heart Association Basic Life Support (BLS) certification b. Complete and maintain basic first aid training certification 				

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General - Supervisor/Trainer - 5-Level QTP (3M0X1-1A)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
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1. Supervise Personnel TR: AFIs 36-2103, 34-301

- a. Orient personnel
- b. Prioritize work
- c. Identify work methods
- d. Identify performance standards
- e. Plan work assignments
- f. Assign work
- g. Schedule employees
- h. Forecast labor expenses
- i. Evaluate individual work performance
- j. Prepare written evaluation
- k. Monitor work activities
- l. Resolve technical problems of personnel
- m. Counsel personnel
- n. Provide feedback
- o. Determine corrective action to improve substandard work performance

2. Train Personnel TR: AFPDs 36-22, 36-23; AFIs 34-254, 36-2201

- a. Complete AF Trainer course
- b. Manage Training program for subordinates
- c. Identify training requirements
- d. Determine individual training needs
- e. Develop training objectives
- f. Recommend personnel for training
- g. Develop training plans
- h. Select qualified trainers
- i. Provide equipment needs for training sessions
- j. Schedule training classes
- k. Place personnel in training

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General - Supervisor/Trainer - 5-Level QTP (3M0X1-1A)

1. Task

Start
Date

Completion
Date

Trainee
Initials

Trainer
Initials

- l. Evaluate task performance
- m. Counsel trainees on training progress
- n. Monitor the effectiveness of upgrade/
qualification training
- o. Maintain training records
- p. Accomplish AF Form 1284, Training Deficiency
Report

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General - Education and Training Manager - 7 Level QTP (040)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>1. Develop The Services Education And Training Plan TR: AFIs 34-254, 36-2201, AFMANs 36-2245, 36-2247</p> <p>a. Identify training requirements in conjunction with managers and supervisors</p> <p>b. Identify, budget, and acquire appropriate resources to meet standards</p> <p>c. Ensure funds are available for training requirements</p> <p>d. Evaluates training's role in solving squadron issues</p> <p>e. Report effectiveness of training program to commander and managers</p> <p>2. Develop Education, Training And Testing Materials TR: AFIs 34-254, 36-2201, AFMANs 36-2245, 36-2247</p> <p>a. Maintain a comprehensive collection of education & training materials</p> <p>b. Develop curricula, handouts, and visual aids as required</p> <p>c. Develop and administer testing instruments and procedures</p> <p>3. Conduct Training Courses TR: AFIs 34-254, 36-2201, AFMANs 36-2245, 36-2247</p> <p>a. Conduct formal and informal courses</p> <p>b. Coordinate specialized training with appropriate units/organizations</p> <p>c. Manage Prime RIBS (Home Station Training and Services Combat Training programs)</p>				

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General - Education and Training Manager - 7 Level QTP (040)

1. Task	Start Date	Completion Date	Trainee Initials	Trainer Initials
<p>4. Manage the Services Training Program TR: AFIs 34-254, 36-2201, AFMANs 36-2245, 36-2247</p> <ul style="list-style-type: none"> a. Implement the unit education and training plan b. Ensure personnel are enrolled in career development course programs as required c. Process training requests d. Manage the OJT program for military personnel e. Develop and implement the unit education and training system <p>5. Assist Activity Managers and Trainers on Effective Education and Training Programs TR: AFIs 34-254, 36-2201, AFMANs 36-2245, 36-2247</p> <ul style="list-style-type: none"> a. Conduct AF Training Course instruction for those presenting training b. Assess activity training programs and provide feedback c. Provide consultation on training matters <p>6. Serve as the Project Manager for TEAMS TR: TEMS Software User Manual.</p> <ul style="list-style-type: none"> a. Check and verify TEAMS information b. Update database c. Train managers/supervisors in the use of TEAMS 				

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General - Education and Training Manager - 7 Level QTP (040)

1. Task

Start
Date

Completion
Date

Trainee
Initials

Trainer
Initials

- d. Provide input for MAJCOM or base unique additions to TEAMS

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SECTION D - TRAINING COURSE INDEX

12. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

13. Air Force In-Residence Courses

<u>COURSE NUMBER</u>	<u>COURSE NAME</u>	<u>LOCATION</u>
L3ABR3M031-002	Services Apprentice Course	Lackland AFB TX
L3AZR3M051-005	Fitness Fundamentals	Lackland AFB TX
L3ACR3M071-000	Services Craftsman Course	Lackland AFB TX
L3OZR34M3-001	Activity Managers Course	Lackland AFB TX
AFIT SVS 410	Advanced Services Course	Wright-Patterson AFB OH

MTT (Mobile Technical Training)

L4AST3M051-005	Fitness Fundamentals	Host base/MAJCOM
L4AST3M051-006	Food Service Shift Leaders Course	Lackland AFB TX

14. Air Force Institute for Advanced Distributive Learning (AFIADL) Courses

<u>Course Number</u>	<u>Course Title</u>	<u>Volumes</u>	<u>LOCATION</u>	<u>USER</u>
3M071A - CDC	Food Service Craftsman	1	344 TRS	AF
3M071B - CDC	Readiness Craftsman	1	344 TRS	AF
3M071C - CDC	Fitness Craftsman	1	344 TRS	AF
3M071D - CDC	Lodging Craftsman	1	344 TRS	AF
3M051A	Services Journeyman	2	344 TRS	AF
3M051B	Services Journeyman	3	344 TRS	AF

NOTES:

CDC Course 3M051A consists of Core and Food Training

CDC Course 3M051B consists of Readiness, Lodging, and Fitness Training

SECTION E - MAJCOM UNIQUE REQUIREMENTS

NOTE: There are currently no MAJCOM unique requirements. This area is reserved.